NOTICE

PREPARATORY TO AWARDING ANY FUTURE DEVELOPMENT OF MAINTENANCE CONTRACTS FOR THIS SYSTEM, USER AGENCIES AND SUPPORTING PROCUREMENT ACTIVITIES MUST ASSURE SELECTED CONTRACTOR FIRMS AGREE TO AND DECLARE, IN WRITING, CONTRACT PERFORMANCE WILL BE LIMITED TO U.S. CITIZEN PERSONNEL ONLY. THIS IS A MANDATORY REQUIREMENT DUE TO THE MILITARY CRITICAL TECHNOLOGIES AND TECHNICAL INFORMATION WITH UNIQUE MILITARY UTILITY ASSOCIATED WITH AFFECTED SOFTWARE AND SUPPORTING DOCUMENTS.

DESTRUCTION NOTICE

DESTROY BY ANY METHOD THAT WILL PREVENT DISCLOSURE OF CONTENTS OR RECONSTRUCTION OF DOCUMENT.

SUMMARY of CHANGE

AISM 25-P21-A03-AIX-SUM
Personnel Locator (PERSLOC)
Software User Manual (SUM)
01 October 1998

This updated manual--

- Replaces all previous versions of Software User Manual (SUM) prepared in accordance with (IAW) Department of Defense (DOD) documentation standards MIL-STD-498, which was canceled on 27 May 1998.
- Adheres to the documentation standards contained in the Institute of Electrical and Electronics Engineers (IEEE)/Electronics Industries Association (EIA) standard, IEEE/EIA 12207, "Information Technology-Software Life Cycle Process".
- Provides information needed to use the system effectively.
- Contains a hierarchy diagram in Section 3 that is a quick-reference to the location of each available menu and screen.
- Provides a blank copy of DA Form 2028 (Recommended Changes to Publications and Blank Forms). This form is at the end of the manual and users may reproduce and use it to write corrections, additions or comments about the manual. Or users may use it as cover sheet to a marked up copy of the PERSLOC SUM.
- Be advised that changes are subject to approval by the appropriate Subject Area Functional Proponent (SAFP).

NOTE

Some of the menus or screens shown in the manual may not yet be available in the software. These menus or screens are shown with an asterisk next to the menu numbers in Figure 3.4-1, PERSLOC Hierarchy Diagram.

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1 SCOPE

1.1 IDENTIFICATION.

The following is a full identification of the Personnel Locator (PERSLOC):

a. Automated Information System (AIS) Identifier, which establishes the base functional components of a system: P21.

b. System Identification Code (SIC) identifies the software tool methodology that the application is developed: A03.

c. Title and Abbreviation: Personnel Locator (PERSLOC)

d. Previously fielded Release/Version Number: 08.01/08.00.

e. Software Change Package (SCP) Release/Version number being developed/ fielded: P21-A03-09-01.

1.2 SYSTEM OVERVIEW.

The Installation Support Module (ISM) Project was established to create new software applications (or upgrade existing ones) that would automate standard procedures and integrate information used to manage Army installations. These software applications are packaged as modules according to the installation management function they perform. ISM is deployed army-wide and comprises a uniform set of automated tools that assists installation commanders in effectively managing daily operations.

PERSLOC is part of the ISM Project, which is an army-wide Major Automated Information System (MAIS) initiative. The primary objective of ISM is to enhance, through automation, installation management functions. ISM applications consist of standard procedures packaged into functional applications, which automate as well as integrate day-to-day installation processes. ISM applications use the Installation Level Integrated Database (ILIDB), which is the central repository for data that is common to more than one ISM application, and various local databases that contain data elements unique to the individual ISM applications.

ISM operates at garrison locations and support functional users during peacetime, mobilization, and wartime conditions. Installation commanders and installation functional managers use ISM applications and data to manage resources under their control. ISM performs the following major functions:

- Application-specific support to meet the information needs of installation functional activities and tenant units;
- Command and staff reporting requirements via standard or ad hoc queries run against either an application database or the ILIDB; and
- Information exchanged internally among installation functional activities and externally to echelons above installation levels, as well as to Standard Army Management Information Systems (STAMIS).

The purpose of the PERSLOC ISM is to automate the information for military/civilian personnel and units. PERSLOC is designed to aid in locating military and civilian personnel assigned to a particular installation including the mail forwarding services for military personnel currently assigned and those that have been transferred from that installation. PERSLOC can display the current unit or new address, the former old address, the unit or activity telephone number and the off-post quarters address. You can print mailing labels, manage and purge files, as well as update this information. The military and civilian personnel telephone locator service can be accessed

either by social security number (SSN) or by name. PERSLOC allows you to retrieve the following information:

- Current military/civilian activity or unit telephone numbers.
- Current military personnel unit mailing address.
- Current military personnel off-post mailing address
- Current military personnel forwarding mailing address
- Current personnel name, rank/grade, Unit Identification Code (UIC), location, and phone number.

The current release of PERSLOC is preliminary in nature and will be expanded upon with release of the full PERSLOC application. PERSLOC is one in a series of ISM software applications.

1.2.1 Organizational and Personnel References.

The following organizations and personnel maintain a responsibility or interest in this ISM application.

a. ISM Functional Proponent. The ISM Functional Proponent (FP) is the Office of the Director of Information Systems for Command, Control, Communications, and Computers (DISC^4).

b. Application Sponsor. The application sponsor is the Director of Management (DM) Office Chief of Staff, Army (OCSA).

c. ISM/MISM FP. The ISM/MISM FP is the Director of Information Systems for Command, Control, Communications, and Computers (DISC^4).

d. Assigned Responsible Agency (ARA). The ARA for technical development, testing, fielding and maintenance of this ISM application is the Information Systems Engineering Command (ISEC).

e. Point of Contact.

Organization:	U.S. Army Information Systems Software Development Center - Washington (USAISSDC-W) ATTN: AMSEL-SE-IS-SDW-E-I, Stop H-5, 6000, 6th St., Suite S122A, Ft. Belvoir, VA 22060-5576
Point of Contact:	Major Gale Harrington
Commercial Phone:	(703) 275-6941
DSN:	235-6941

1.3 DOCUMENT OVERVIEW.

The purpose of this PERSLOC SUM is to provide the software user with the information necessary to use the system effectively. This manual also provides instructions on how to operate a Personal Computer workstation. For information about functional and system administration, refer to U.S. Army, AISM 25-P21-A03-AIX-SCOM, "PERSLOC Software Center Operator Manual (SCOM)".

1.3.1 Security.

PERSLOC does not store or process classified data. PERSLOC data is designated as unclassified-sensitive two (US2), as defined in Army Regulations (AR) 380-19, "Information Systems Security (ISS)", 01 May 1996. This data is *"For Official Use Only (FOUO)"*, and prohibits unauthorized disclosure.

a. Authorization. Either an explicit official authorization or an implicit authorization

derived from official assignments or responsibilities must authorize access to PERSLOC.

b. Disclosure. You must not disclose any personal information contained in PERSLOC except as authorized by AR 380-19.

1.3.2 Security Guidelines for Using PERSLOC.

The following guidance helps users to operate the system in accordance with applicable security provisions.

1.3.2.1 Modifying or Viewing Data.

Only users who have explicit authorization are allowed to enter, modify, delete, or view PERSLOC data. The System Administrator (SA) administrates the system access using a combination of login name, password, and access permissions. Only, persons to whom login names and passwords were specifically assigned by the SA shall use them.

a. Screens. Adjust Video Display Terminal (VDT) screens so that unauthorized person can not view informational displays.

b. Accuracy. Enter or modify data carefully and completely, to avoid storing or transmitting erroneous or incomplete data.

1.3.2.2 Protecting Information Sources.

Safeguard all information input to or generated by the system against unauthorized use, copying, or destruction.

a. Documents. Prevent unauthorized persons from viewing or accessing any documents, such as forms or manual files, by covering them or storing them in secure containers.

b. Electronic Media. Label all electronic media, such as tapes or diskettes, and keep them in proper storage containers.

1.3.3 Documentation Conventions.

1.3.3.1 Notational Conventions.

Table 1.3-1 shows the symbols of notational conventions used throughout this manual.

Table 1.3.1. Notational Conventions

SYMBOL	MEANING
< Enter >	Enter or Return key. Control, alternate, or similar keys on the keyboard are shown this way. Examples: < Alt > < PgDn >
< Ctrl > / < D > < Alt > / < X >	Denotes a combination of a control key and alphanumeric key. Hold the control key and press the specified alphanumeric.
< F1 > FUNCTION	Denotes a function key and its screen-labeled function
"message "	Denotes a message displayed on-screen
{prompt}	Denotes a prompt that requires a response
text	Type the text exactly as shown
"text "	Names of files, directories, and other items may be shown in quotes to indicate their exact names

1.3.4 Procedural Conventions.

Every item on every menu has a corresponding number. To select a menu item, press its number followed by < Enter >. Figure 3.4.1 shows the hierarchy of all PERSLOC menu items. Use this hierarchy of menu item numbers to specify the *menu path*. The menu path for "Add/Change PERSLOC User" is as follows:

Master Menu
????**7**. PERSLOC Initialization/Administration Menu
? ????**1**. Security Administration Menu
? ? ????**1**. Add/Change PERSLOC User

"Use Procedure 7,1,1 (Add/Change PERSLOC User)" means to select each menu in order, starting from the "Master Menu". Using this system of notation, you can quickly get to the screen needed without having to refer to the Hierarchy Diagram. Simply enter each number (followed by < Enter >) in the order listed.

2 REFERENCED DOCUMENTS

2.1 PROJECT REFERENCES.

The following documents are helpful in understanding and performing the tasks described in this SUM.

a. Project Request. U.S. Army AISM 25-P21-A03-OSE-FD, "PERSLOC Functional Description (FD), " 30 November 1992, UNCLAS.

b. Hardware Documentation.

(1) IBM POWERstation and POWERserver - Diagnostic Information for Micro Channel Bus Systems, Version 4.2 - Part No. SA23-2765-01.

(2) IBM Adapters, Devices, and cable Information for Micro Channel Bus Systems, Version 4.2 - Part No. SA23-2764-01.

(3) IBM 7012 Models 300 Series - Installation and Service Guide - Part No. SA23-2624-07.

(4) IBM 7012 Models 300 Series - Operator Guide - Part No. SA23-2623-05.

c. Software Documentation.

(1) MS-DOS User s Guide and Reference, Version 5.0/6.22.

(2) AIX Version 4.2 Quick Installation and Startup Guide.

(3) AIX Version 4.2 Installation Guide - Part No.SC23-2341.

(4) AIX Version 4 2 Getting Started - Part No.GC23-2521.

(5) AIX Version 4.2 System User s Guide: Operating System and Devices.

(6) AIX Version 4.2 System Management Guide: Operating System and Devices.

(7) AIX Version 4.2 Network Installation Management Guide and Reference.

(8) AIX Version 4.2, Information For Operation Retrieval/License System (iFOR/LS) System Management Guide.

(9) Oracle7™ for AIX-Based Systems Installation & Configuration Guide, Part No.A32105-1.

(10) Oracle7™ SQL*Plus User s Guide and Reference, Version 3.1

(11) Oracle7™ Server SQL Language Reference Manual, Part Number 778-70-1292.

(12) "A Technical Introduction to the Oracle Server " in the "Oracle7 Server Concepts Manual ".

2.2 TERMS AND ABBREVIATIONS.

Section 6 defines the terms, abbreviations, and acronyms unique to this manual.

3 SOFTWARE SUMMARY

3.1 SOFTWARE APPLICATION.

This section summarizes PERSLOC, including its background, functions performed by the application communication techniques used, and interfaces to other systems and organizations. PERSLOC is designed to provide-

- automated assistance in locating both military and civilian personnel assigned to an installation;
- locating military units on an installation,
- processing directory mail information for military personnel and their units and
- updating tables of information on personnel and units.

The PERSLOC Branch and the Civilian Personnel Office (CPO) of an installation require automation support to identify the location of assigned or employed military and civilian personnel. They are the focal points for locating currently assigned military and civilian personnel during duty hours. During non-duty hours, this function is transferred to the installation's Staff Duty Officer. The procedure for locating personnel entails keeping a centralized record of all personnel, their telephone numbers, and unit or activity titles. The PERSLOC Branch must also process misdirected personal mail and, therefore, must maintain forwarding address information for newly arrived military personnel and for departed personnel.

A prototype system was originally developed at Fort Sill, Oklahoma, during the mid-1980s. In addition to the Ft. Sill Personnel Locator system, other installation PERSLOC Branches have developed unique systems to track military and civilian personnel on their installations. To standardize army-wide Personnel Locator procedures the PERSLOC was nominated as an ISM application to serve as a model for automating PERSLOC requirements.

3.2 SOFTWARE INVENTORY.

The names, types, and descriptions of the PERSLOC programs (software units) are listed below. The type column consists of- S for shell programs, E for Extended Terminal Interface Prototype (ETIP) executable, Q for Structured Query Language (SQL) programs (without ETI), and C for C programs (without ESQL). See Figure 3.4-1, PERSLOC Hierarchy Diagram, for an overall view of the ETIP programs.

Table 3.2.1. PERSLOC Software Units

File Name	File Type	Run By	Description
.profile	S	login shell	Basic user setup for system
.setupISM	S	.profile	Runs .strtusrISM & cif_prg
.strtusrISM	S	.setupISM	Set ISM environmental variables
post_prg	E	.setupISM	Master Menu, Peacetime Menu
adhoc_prg	C	post_prg	Ad Hoc Query Main Menu
post_inf_prg	E	post_prg	Personnel Locator Functions
ecps_prg	E	post_prg	Problem Reports/ECP-S Submission

3.2.1 Information Inventory.

3.2.2 Resource Inventory.

Since the software units in the PERSLOC ISM consist of a single executable and many associated files (often small and insignificant), a complete listing of every file referenced would be inappropriate. Instead, this exhaustive listing of the files that comprise a software unit is included in the PERSLOC ISM Maintenance Manual. The numerical majority of files that comprise a software unit contain help messages and other text displayed on the screen when the ETIP program executes. Thus, most of the files do not change as a result of PERSLOC ISM processing. The exceptions to this include dynamic menu files that can be changed by a user or the ISM administrator. Permanent files created using the PERSLOC ISM include the Engineering Change Proposal Software (ECP-S) data files. Other data files are created while generating reports and during ISM processing but these are temporary in nature.

The PERSLOC database contains much of the information referenced, created and updated by the PERSLOC ISM. PERSLOC requires this in order to operate. The ILIDB contains information that is referenced by the PERSLOC ISM. PERSLOC cannot create or update information in the ILIDB database. If it is not available, processing can continue.

3.2.2.1 DBMS Files.

The database tables referenced or updated by PERSLOC are listed in Table 3.2.2 below in alphabetical order. The Subject Area Database (SADB) must contain these tables to operate fully, though it may be possible to continue operation with some tables missing.

Table 3.2.2. PERSLOC Database Tables

Database	Table	Database	Table
post	adhoc_svdet	post	adhoc_svqry
post	adhoc_tbl	post	adhoc_xref
post	demobloc	post	locator_tbl
post	max_id	post	menu_tbl
post	printer	post	printer-default
post	security	post	

The tables in ILIDB that are referenced by PERSLOC are listed in Table 3.2.3 below. You can find details about these tables in the ILIDB Database Specification.

Table 3.2.3. ILIDB Database Tables

Database	Table	Database	Table
ilidb	civilian	ilidb	cmsnd_occ_spec
ilidb	cmsnd_off	ilidb	demobloc
ilidb	enl_occ_spec	ilidb	enlisted
ilidb	ind_address	ilidb	individual
ilidb	mil_pers	ilidb	unit

Table 3.2.3. ILIDB Database Tables			
Database	**Table**	**Database**	**Table**
ilidb	unit_phone	ilidb	warr_off
ilidb	wo_occ_spec	ilidb	

3.2.2.2 Permanent Files.

There are more than 800 permanent files in the PERSLOC run-time module. The names and locations of the permanent files referenced created, or updated by PERSLOC are included in the PERSLOC Software Product Specifications (SPS) manual. They are not included here, since the files can not be understood without the detailed information about the ETIP programs that the SPS provides. Most of the files in the PERSLOC run-time have suffixes that indicate the type of the file. The meanings of some of the suffixes are as follows:

Table 3.2.4. Meanings of Suffixes	
FILE SUFFIX	**TYPE/CONTENTS OF FILE**
txt	Text of a HELP, WARNING, BANNER, or MESSAGE SCREEN
menu	List of choices available with the CHOICES key
sh	Executable "shell" commands
sql	SQL statements

The files contained in the "post.exp" subdirectory are not needed at run time. They contain an export of the PERSLOC database that is used optionally to load the database during PERSLOC installation. The "post.sql" file contains an SQL script that may be read by the "dbimport" command.

3.2.3 Custom Reports.

The ISM "Ad Hoc Query" utility can create Ad hoc (customized) reports. These reports are the output of SQL queries of the "post" database. You can construct queries using a menu-driven feature (knowledge of SQL not required) or you can write your own free-form SQL queries. In either case, operation is restricted to queries only; updates or deletes are not allowed. Refer to Section 7 of this manual for more information.

3.3 SOFTWARE ENVIRONMENT.

The PERSLOC ISM runs on any UNIX System V platform against a Structured Query Language (SQL)-compliant Relational Database Management System (RDBMS). Terminals may consist of any American National Standards Institute (ANSI) 3.64 type or a PC with a similar emulation program. Printers, modems, and other peripherals will be site specific. To successfully execute PERSLOC, the system environment should consist of the hardware, software, and utilities designated in paragraphs 3.3.1 and 3.3.2.

NOTE: This ISM application is not dependent upon any one particular model of computer. The hardware described in the following paragraphs is one of the configurations possible for operating the PERSLOC application.

3.3.1 Hardware Required.

Hardware configurations required to support PERSLOC include:

a. Computer. IBM RISC 6000 System - Model 7012-300 series.

b. Local Computer Workstation. 386/486 class personal computer, a keyboard, a monitor, power strip/surge suppresser, communications interface.

c. Printers. For reports high-resolution dot-matrix impact printer, with RS-232 serial communications interface and 132 column wide format.

3.3.2 Software Required.

The software required, to run, PERSLOC ISM includes:

a. Operating System (OS). AIX OS Version 4.2 Installation Guide. The operating system supervises the work of the computer and provides software utilities.

b. RDBMS. ANSI SQL-compliant relational database management system (such as Oracle7™ for AIX-Based Systems). The database is a collection of data, information about indexes, and system catalogs that describe the structure of the database.

c. ISM Application. This is the PERSLOC application software and is used in host mode.

d. Local Operating System. MS-DOS 5.0/6.22 disk operating system. This operating system controls the work of the local installation computer and provides local mode, software utilities.

e. Local Communication Software. Various types of communications protocol software may be used, depending on your installation configuration. This software formats and arranges data for transmission and controls the transfer of data between computers.

3.3.3 Database/Data Bank Characteristics.

PERSLOC is designed using a RDBMS that will:

a. Allow installation-unique tables and attributes.

b. Provide integration with other portions of the installation, central data repository previously developed.

c. Use data elements standardized IAW AR 25-9.

The data elements used for PERSLOC are identified from the FD, the Structured Requirements Analysis Planning (STRAP) reports, the STRAP key-based data model, the Joint Application Development sessions, and the Prototyping sessions. Other sources include existing databases, reports, forms, user manuals, and other data stores maintained by the functional organization. These data elements are fully defined in the Army Data Dictionary (ADD)/Automated Dictionary Support System (ADSS).

The data elements for PERSLOC are integrated into a multifunctional database as part of the ISM-wide data architecture. By accessing this data architecture, each function within has a view of its data. This view will consist of multiple data elements that are contained in a row of one or more tables. Estimates of table and row sizes for the SBIS-wide data architecture are presented in the Database Design Description (DBDD) Manual.

3.3.4 Major Application Components.

PERSLOC contains the following major components:

a. Query Locator Data. One of the functions of the PERSLOC ISM is to provide location data, and unit telephone numbers on soldiers and civilians assigned to or employed by the installation. The type of location data that the system displays, are the unit or activity titles, office symbol, unit or activity telephone numbers, FAX numbers and duty status of the individual.

b. Update Military Addresses. This function allows the PERSLOC Branch clerks to update forwarding address information received from other installations, unit mail clerks, or military personnel themselves. Forwarding addresses may be updated for an individual or an entire unit. The primary source document for this data is DA Form 3955.

c. Print Mailing Labels. This function prints one or more forwarding address labels for a soldier who has departed the unit or installation within the previous 12 months. When individuals leave an installation, the PERSLOC Branch is responsible for forwarding mail to their new location. Therefore, the PERSLOC application will automatically generate mailing labels for individuals assigned to a new installation. You will be able to print multiple labels for one individual or for an entire unit.

d. Communication Paths and Techniques. The ITP structure, which consists of the following, supports ISM communications:

(1) Host computers located at the Installation sites.
(2) Communications hardware and software to support local and long-haul connectivity.
(3) User workstations located at Army installations.
(4) Remote network and systems management tools located at the Army Network and Systems Operator Center (ANSOC).

The host computers at the DMC provide ISM application processing and ISM application databases for their client users, who gain access through workstations.

T1 circuits and fractional T1 bandwidth are provided for long-haul communications between the ANSOC, DMC and the installations. Bandwidth is provided through the DOD, Defense Information System Network (DISN) when spare capacity is available. When new service is required, it will be provided either by Defense Commercial Telecommunications Network (DCTN), or by Federal Telecommunications System (FTS) 2000 contracts.

The ITP at the installation includes intra-building Local Area Networks (LANs) and inter-building communications. Installations connect to long-haul communications via a router, which also attaches the Installation Information Transport System (IITS), which is connected to a hub in the user buildings. Building LANs consist of workstations and printers connected via 10BaseT intelligent hubs. In some areas, workstations will communicate via modem to an installation hub, which will interface to a router for long-haul communications.

PERSLOC communicates between PC workstations and a local host either via an EIA RS-232-C serial connection or through an Ethernet LAN. Procomm terminal

emulation software is used with the "VT100" emulation set and ISM host terminal type, set to "VTPC-C" for color monitors and "VTPC-M" for monochrome monitors. The baud rate, parity, and number of stop bits should match those of the ISM host. You can also use Telnet.

Typical configuration examples:

Serial connection using terminal emulation software with an IBM compatible PC. The PC hardware required is a serial port (COM1 or COM2 only). The software required is DOS 5.0 or higher and Procomm 2.4.2. Using Procomm, the following options should be set in the Terminal Setup section (accessed by pressing < Alt/S > on the keyboard. The other settings in this section are irrelevant.

Settings:

Terminal Type	: VT100
Duplex	: FULL
Line Wrap	: OFF
Scroll	: ON

The following options should be set in the Line Parameters section (accessed by pressing < Alt/P > on the keyboard). All of these settings should match the particular PC hardware and ISM host configuration that you have. Parameters that are likely to vary are indicated with an "*".

Port	: COM1*
Baud rate	: 2400*
Parity	: SPACE*
Data Bits	: 7
Stop Bits	: 1

The TERM variable on the ISM host should be set to "VTPC-C" or "VTPC-M" for use with this configuration.

TCP/IP LAN connection using National Center for Super-computing Applications (NCSA) Telnet with a network interface card (NIC) in an IBM compatible PC. The PC hardware required is a 3COM 3C503 Ethernet NIC in addition to the PC. The NIC should be configured for "thinnet" (thin coaxial cable) and for memory mapped I/O by setting the jumpers as indicated for the card. Except for this change, use the factory default settings. The software required for the AT is:

DOS 5.0/6.0	Operating System
SMC/pkt8000.com	packet driver
TELBIN.EXE	CUTCP/CUTE program (NCSA Telnet)
netstart.bat	described below
telnet.bat	described below
config.tel	configuration file
vtpc-c.tbl	keymapping file for vtpc-c terminal type

The autoexec.bat file on the PC should be modified to run the program SMC/pkt8000.com via a batch file called netstart.bat. This loads the packet driver that communicates between the NIC and the telnet software with its correct configuration. The configuration is supplied as arguments to 3C503 and are, in order from left to right, 0x7e (Software interrupt number), 2 (Interrupt level

number), 0x300 (shared memory address) and 1 (use thinnet adaptor). Since pkt8000 is a small (3K) TSR it can remain loaded all the time, even when not needed. The setting of the PATH variable should include the directory where the telbin.exe program is located along with the configuration and key-mapping files.

The telnet.bat file should change directory to this directory and then run the telbin.exe program passing the argument supplied to telnet.bat. This is the name of the ISM host as described in the config.tel file.

Various settings in the config.tel file depend on the LAN configuration. The name and IP address of the PC workstation must be determined in consultation with the LAN administrator to avoid conflict with other devices on the LAN. In addition, at a minimum, the name(s) of the ISM host and its IP address must be set in the config.tel file.

In the following sample config.tel file, the variables marked with "*" should be set to particular values based on your PC/LAN/ISM host configuration. Other variables are optional and may be set according to preference. Text after a '#' is commentary. See the NCSA documentation for details.

```
myname = myname          # PC's LAN name; unique to LAN
myip = 192.108.181.200   # PC IP address; unique to LAN

name = default
keymap = "VTPC-C.tbl"    # sets default keymap

name = ISMHOST           # ISM host's LAN name
hostip = 192.108.181.72  # ISM host's IP address
```

Additional pairs of lines like the last two may follow to indicate the LAN names and IP addresses of other hosts on the LAN. The TERM variable on the LAN hosts should be set to vtpc-c when using this configuration with the vtpc-c.tbl key-mapping file selected.

Note: The IP address and names given above are examples only. Determine the correct values for your LAN in consultation with the LAN administrator.

To connect to the ISM host using the LAN, invoke the telnet.bat file with the name of the ISM host as an argument.

State-of-the-art, digital cellular communication is used where data links are critical.

e. Source Data Entry. Redundant data entry is eliminated. Basic information is captured at the source using automated source data technology, such as bar coding and laser scanning.

f. Accuracy and Completeness. Reducing the need for redundant data entry and implementing software edit checks will improve the accuracy and completeness of data. Read and write/update access control measures will also lower the error rate.

g. Better Utilization of Staff. Administrative burdens are reduced, by automating data collection and report generating functions. In some instances, manual tasks are eliminated, entirely.

h. Timeliness. On-line access to centralized databases and electronic data transfer capabilities improves the timeliness of data.

i. Management Oversight. Operational data are instantly available to all users at every

level authorized to have access. Ad hoc query and report capabilities are provided, as well as standard, user-defined reports.

j. Graphics. Graphics are used to summarize statistical data (i.e., pie charts, bar charts).

3.3.5 System Interfaces.

PERSLOC application will directly interface with STAMIS, ISM, and other stovepipe systems such as Standard Installation/Division Personnel System (SIDPERS). These interfaces may be done as direct connect electronic record transfer. For systems that have restricted electronic connectivity capabilities, magnetic media (e.g., 9-track tape) data transfers may be used. The systems with which the PERSLOC will require an automated interface include the following:

a. SIDPERS: The PERSLOC will interface with SIDPERS through the shared data file, and have access to required personnel information (e.g., name, grade, unit and UIC).

b. In-Processing: PERSLOC will access data entered through the 'In-Processing' application when soldiers in-process at the welcome or in-processing center. Initial information entered on a soldier includes locator data such as Unit assignment, office title and telephone number.

c. Out-Processing: The PERSLOC will access data entered through the 'Out-Processing' application when soldiers depart from an installation. Data entered during out-processing that is relevant to locating personnel includes forwarding address information.

d. Records Inquiry: Through the Records Inquiry application, clerks will maintain biographical information on military personnel. As this information is maintained, it will be downloaded to the shared data file for access by all ISM applications.

Connectivity to STAMIS, ISM, and stovepipes on or outside the installation is currently accomplished via SNA networks, the NIPERnet, LANs, or asynchronous/synchronous communication lines. Most installations have one network gateway to a major SNA network or to the NIPERnet. Some installations have both.

The PERSLOC will consider both connectivity paths with combinations of SNA 3270 emulation and file transfer or, in case of circuit unavailability, manual transfer of data via magnetic media. Use of any of these methods permits "upload/download" of data from STAMIS to the shared data file and to PERSLOC data tables. Use of any existing network gateway may be considered until hardware and software supporting an open system environment (OSE) is installed.

3.4 SOFTWARE ORGANIZATION AND OVERVIEW OF OPERATION.

PERSLOC operates under a Portable Operating System Interface for Computer Environments (POSIX) compliant (or nearly so) operating system (OS) using an American National Standards Institute-Structured Query Language (ANSI-SQL) Database Management System (DBMS). It was developed under the UNIX OS using the Extended Terminal Interface Prototype (ETIP) Designer Toolkit with the Oracle DBMS and the UNIX tool set.

ETIP Designer is used to construct most of the separate programs (software units) that comprise PERSLOC. These ETIP programs are stand-alone, though they are normally executed via a master program. The master program executes each other program by suspending its own operation and invoking the other program as a subroutine in response to a menu selection. Each program may invoke other programs this way.

Some programs are written without ETIP and they may include Embedded Structured Query Language (ESQL) statements. Some of these are referenced within the ETIP based programs. PERSLOC is written in written in C. Refer to Section 3.2, Software Inventory, for details.

The PERSLOC programs communicate by shared access to the "post" database. The database tables accessible by PERSLOC are listed in Section 3.2.2.1. PERSLOC also references various tables in the ILIDB. The PERSLOC Database Design Specification (DBDD) manual (AISM 25-P21-A03-AIX-DBDD) contains more details about the database. Figure 3.4-1 is a directory of the menus and screens available to the PERSLOC user.

```
Menu Name or Screen                                                    Executable
Master Menu                                                            ==> post_prg
????1. Peacetime Menu                                                  ==> post_inf_prg
?    ????1. Military Telephone Locator Service Menu
?    ?    ????1. Browse Military Phone by Name
?    ?    ????2. Inquire Military Phone by SSN
?    ?
?    ????2. Civilian Telephone Locator Service Menu
?    ?    ????1. Browse Civilian Phone by Name
?    ?    ????2. Inquire Civilian Phone by SSN
?    ?
?    ????3. Mail Directory Service Menu
?    ?    ????1. Browse Military Address by Name
?    ?    ????2. Inquire Military Address by SSN
?    ?
?    ????4. Address Table Menu
?    ?    ????1. Add/Change Address Table Record
?    ?    ????2. Delete Address Table Record
?    ?
?    ????5. Phone Table Menu
?    ?    ????1. Add/Change Phone Record
?    ?    ????2. Browse Phone by UPC
?    ?    ????3. Delete a Phone Record
?    ?
?    ????6. Print Address Labels by SSN
?    ????7. Print Address Labels by Name
?    ????8. Batch Print Address Labels Menu
?    ?    ????1. Print Address Labels from Batch File
?    ?    ????2. Clear Address Labels Batch File
?    ?
?    ????9. Report Menu
?    ?    ????1. Past 30 day Cutoff Mail on Hold Report
?    ?    ????2. Departed Locator Cards Report
?    ?    ????3. Projected Gains List Report
?    ?    ????4. Expected Arrival Soldiers Report
?    ?    ????5. Incomplete Forwarding Address Report
?    ?    ????6. Military Personnel File Departed List
?    ?
?    ????10. Ad Hoc Query                                              ==> adhoc_prg
?         ????1. Create A Basic Ad Hoc Query
?         ????2. Create an Advanced Ad Hoc Query
?         ????3. Change a Saved Ad Hoc Query
```

Figure 3.4-1. PERSLOC Hierarchy Diagram

```
Menu Name or Screen
M    1    10
?         ????4. Delete Ad Hoc Queries
?         ????5. View/Print Saved Ad Hoc Query Results
?         ????6. View Saved Ad Hoc Query Statements
????2. Transition to War Menu
```

????3. Wartime Menu
????4. Demobilization Menu
? ????1. Add/Change Unit
? ????2. Inquire About a Unit
? ????3. Delete Unit
?
????5. Customer Assistance Menu
? ????1. Telephonic
? ????2. Message
? ????3. Problem Report ==> ecps_prg
? ? ????1. Add/Change ECP/PR
? ? ????2. Delete ECP/PR
? ? ????3. Submit ECP/PR
? ? ????4. Telnet to STARS BBS
? ?
? ????4. ISM Data Sheet
?
????6. Problem Reports/ECP-S Submission ==> ecps_prg
? ????1. Add/Change ECP/PR
? ????2. Delete ECP/PR
? ????3. Submit ECP/PR
? ????4. Telnet to STARS BBS
?
????7. PERSLOC Initialization/Admin Menu
? ????1. Security Administration Menu
? ? ????1. Add/Change PERSLOC User
? ? ????2. Delete PERSLOC User
? ? ????3. Add Alternate ISM Administrator
? ?
? ????2. Customize PERSLOC Data Menu
? ????3. Set-up Installation Specific Menu
? ? ????1. Add/Change Menu Entries
? ? ????2. Delete Menu Entries
? ? ?????. Add/Change Address Record Write Permissions
? ? ????4. Delete Address Record Write Permissions
? ?
? ????4. Peripheral Administration Menu
? ? ????1. Add/Change Application Printers
? ? ????2. Delete Application Printers
? ?
? ????5. Ad Hoc Query Administration Menu
? ? ????1. Select Elements to Show
? ? ????2. Add/Change Element Comments
? ?
? ????5. Local Unit Maintenance
? ????1. Add/Change Local Unit
? ????2. Delete Local Unit
?
????8. Installation-Specific Applications Menu
????9. View Documentation/Regulations Menu
????1. View Governing Regulation (Primary)
????2. View End User Manual
????3. View Implementation Procedures

Figure 3.4-2. PERSLOC Hierarchy Diagram

Menu Name or Screen
M 9
????4. View Maintenance Manual
????5. View ISMSIS
????6. View Configuration Control Manual
?????. View Functional Description
?????99. Return to Master Menu

Figure 3.4-1. PERSLOC Hierarchy Diagram –*Continued*.

3.4.1 Performance.

Accessing PERSLOC forms is virtually immediate. Large reports may take several minutes to process, depending on size and complexity of queries. Disturbances in the connections to the system over any telecommunications pathways may reduce the access time for PERSLOC forms and menus. The PERSLOC application adheres to the following performance requirements:

a. Built around a relational database with a query capability to retrieve PERSLOC data. The processes used to retrieve data are easy to use, menu-driven, and require minimal external user training. Help screens and embedded tutorials are provided to enhance user's confidence and reduce training time.

b. Contains a dictionary of data elements, codes and values that can be accessed on-line.

c. Distinguishes between different types and levels of users for adequate data integrity and confidentiality. The PERSLOC is able to restrict access to processes and data, based on the type of user and the access authority granted.

d. Is available to the users 24 hours per day, 7 days per week, except for periods where system maintenance is required. However, system maintenance will be performed during low processing periods, e.g., on weekends.

e. Provides utilization and management statistics to track support module use, number of users having access to the module, storage requirements for applications software, storage requirements for PERSLOC data, and processing cycles required (average daily, weekly, and monthly).

f. Produces an archival record of application/database changes.

g. Provides information concerning the version in use for configuration management.

h. provides the ability to do cross-system queries that will allow you to:

- select and combine information from one or two files,
- specify the ordering of data in reports,
- specify exactly how the report is to appear with page headings and footings and column headings,
- save the specifications that generate each report and
- save selected query results.

i. User-friendly. Some of the criteria used to determine the degree to which the PERSLOC is user-friendly are: the system learning curve, how well the user remembers how to use the program, speed of performance, rate of user error, and user satisfaction. The way it optimizes user friendliness is by displaying system data entry screens and menus in a standard format with standard function keys used throughout the system.

j. Restricts access to functions by user name and password.

k. Provides a command line describing actions you can take on a specific screen. For example, < F1 > Help. The user interface is sufficiently informative that an experienced user will not have to rely on printed documents, such as user manuals,

to execute the normal tasks.

l. treats all alphabetic entries as the capitalized case; the system is not case sensitive.

m. allows you to press the < Esc > key before completing any transaction.

n. verifies data type, values, and ranges for each data field.

o. provides the option of directing system output to the screen, a printer, or a file.

p. provides access to an electronic mail system.

q. designed to allow data retrieval and querying functions to support any required reports.

3.4.2 Accuracy and Validity.

The following items represent the minimum accuracy and validity performance requirements:

a. Accuracy is critical for data elements identifying requisitions/purchase requests, items ordered, and accounting codes.

b. PERSLOC completely edits all interactive and batch transactions for valid codes in each data element and is consistent with other data elements in the transaction data in the database. If an error is made in data entry, PERSLOC will notify you and allow correction of the appropriate fields without forcing the re-keying of every entry. It processes all transactions through all edits and reports all errors.

c. In editing interactive and batch transactions, PERSLOC employs valid code tables. Changes to the code table are effective in the edits without programmer support.

d. PERSLOC incorporates transaction logging and error recovery procedures. It will not lose data nor leave incomplete transactions in the database as a result of a system malfunction.

e. PERSLOC maintains accurate data and produces accurate reports, using all the data in the system. Defining data fields that are selected or combined to produce the desired report is crucial to the success of the application. Calculations involving dollar amounts are accurate to the third decimal place and rounded to the .5 mil rule. Data transmitted to the PERSLOC are 100% accurate.

f. Final validity of PERSLOC requires testing in accordance with test bed TB 18-104, *Army Automation - Testing of Computer Software* and the ISM Configuration Management Plan.

3.4.3 Timing.

There are three major concerns regarding timing:

a. Availability of updated information from external sources.

b. Availability of information from the installation shared database.

b. Responsiveness of the system to the user.

3.4.4 Availability of External Data.

PERSLOC is able to receive input data via magnetic media or electronic data transfer, either on-line directly from another system or via modem and download.

a. User Profile Data. Since the primary purpose of PERSLOC is to reduce the

redundant entry of existing data and reduce the probability of errors entering the system, PERSLOC has user profile data posted to its data files. These data are used to establish authorization for the individual to access the system and are tested against personnel, unit, phone, and address files.

3.4.5 User Responsiveness.

a. Response time from receipt of input data to availability of products. PERSLOC edits interactive transactions and update tables on-line. Both invalid codes and inconsistent data elements (transaction and resident) are corrected at the time of input. The data will then be immediately available to all processes and sub-processes.

b. Response time to queries and updates.

(1) Queries and updates for data input/update on an individual record will have an immediate response time of not more than one second, ninety percent of the time. This response time is the target for a directly connected device, which are not confused with communication-related lag times-communication lags attributed to dial-ins, communication controllers, multiplexors (MUXs), concentrators, LANs, etc. This target response time is a database design requirement.

(2) Queries and updates on multiple records provide adequate response in not more than one second, ninety percent of the time. These transactions take place within an installation, assuming adequate application connectivity is in effect.

3.4.6 Capacity Limits.

Capacity information is used to determine system software and data storage requirements, equipment requirements, and processing requirements. Capacity requirements during peace, transition to war, conflict, and de-mobilization will vary for individual ISM/MISM applications according to the functions performed and the installation at which they are installed. Capacity requirements for PERSLOC are discussed in terms of estimated transaction volumes; number or users; and data retention. There are several categories of data or system usage which define capacity limits for the software implementation of PERSLOC and its operation on a hardware platform. Table 3.2.5 lists each category for consideration, the theoretical capacity limit, and a "practical" upper bound, and a discussion of the category where appropriate.

a. PERSLOC Estimated Transaction Volumes: Table 3.2.6 displays data for each of the categories listed in Table 3.2.5 for small, mid-size, and large volume installations. The numbers appearing within the table are based on simulated counts from the created baseline. Also shown in Table 3.2.6 is a "worst-case" column. This represents the largest data counts for a yet unseen "large" installation operating in an intense work-effort period such as normally associated with mobilization or wartime.

b. Data Retention: The PERSLOC Branch is required to maintain forwarding address information on personnel who leave an installation up to 12 months after the individual has departed and maintain address information on newly arrived personnel for up to 12 months. After 12 months, the information is purged from the Personnel Locator database.

Table 3.2.5. Capacity Limits

Category	Theoret-ical Limit	Practical Limit	Category Discussion
PERSLOC Transactions Executed	Unlimited/ 500,000	5-75 K	In theory, there should be no limit to the maximum number personnel supported. On a practical basis, no existing installation currently has more than 75,000. An estimated worst case is 500,000.
Outstanding PERSLOC Inquires to the System	Unlimited/ 9,999	Average 50 per day Average 14,000/yr	This is the primary barometer for determining the usage of the PERSLOC application at an installation. In theory, there is no limitation on the number of personnel on an installation. A practical upper bound on the number of transactions per day from any installation is estimated at 500. The practical upper bound for the daily number of PERSLOC transactions per individual employee is estimated at 50. The theoretical upper bound is 9,999.
Maximum Users	Unlimited/ 9,999	999	These include: both active, inactive, and part-time users.
Terminals Connected	Unlimited/ 999	60	All terminals connected to the central processor, all of which will not be used.
Simultaneous Users	100	60	Users connected to the central processor who can potentially initiate a functional process.

Table 3.2.6. Estimated Transaction Volume by Installation Size Category

Usage Category	Small	Medium	Large	"Worst Case"
Personnel Locators	< = 1	< = 1	< = 3	10
Business Day Transactions	< = 1 K	< = 20 K	< = 75 K	500 K
Total Users	< = 5	< = 15	< = 40	999
Total Terminals	< = 3	< = 9	< = 20	100
Simultaneous Users	< = 2	< = 7	< = 16	60
Database Size	< = 40 MB	< = 100 MB	< = 250 MB	1,000 MB

3.4.7 Controls.

Through the "PERSLOC Initialization/Administration Menu", the PERSLOC Administrator controls which user LOGIN ID's have access to the specific PERSLOC functions. The installation Directorate of Information Management (DOIM) and installation level SAFP for PERSLOC have established ISM controls to ensure the proper use of the ISM in support of the overall mission. The SA at the ANSOC is responsible for supervisory controls, including system identification and security, user services, disk management, file system administration, performance management, and interaction with operating system controls.

3.5 CONTINGENCIES AND ALTERNATE STATES AND MODES OF OPERATION.

There is no difference in the operation of this ISM during peacetime, war, or conditions of alert.

During any emergency condition, you must know how to safeguard against loss of information. This section outlines methods used for saving and restoring data, implementing manual procedures, substituting equipment, and operating in degraded mode.

CAUTION: In case of system failures, or "crashes," and other abnormal shutdowns of the Installation computer or workstation, contact the SA or DOIM before continuing operation.

3.5.1 Failure Contingencies.

PERSLOC requires three types of failure contingency safeguards in case of user error or hardware/software failure:

- Back Up
- Fall back
- Degraded Modes of Operation

3.5.1.1 Backup.

Backups are copies (archives) of computer files that are made to preserve existing work. Failed systems that have not been backed up may be impossible to recover. System recovery can require one or more of the following:

a. Program Backup. Use this backup to restore the latest version of the ISM application software and is separate from the database.

b. Data Backup. Use this backup to restore the database to a point as it existed immediately before a failure and comes from three sources:

(1) Transaction Buffer. Work that is currently in progress is placed into a temporary transaction buffer. If the RDBMS crashes, this temporary buffer will be restored after the system is restarted. Both storage and recovery of transaction buffers are performed automatically by the RDBMS.

(2) Transaction Log. A record of all completed transactions is automatically written to a transaction log. This log is written onto external or removable media and used to roll back transactions, restore databases from archives, and recover from system failures. Transactions that are incomplete at the time of failure will be permanently lost.

(3) Database Backup. This is a copy of the entire database, which is made on a daily basis, and which is used to recover a database that has been completely, destroyed.

c. Electrical Power Backup. In case power to the computer is suddenly lost, an un-interruptible power system (UPS) will automatically provide between 20 and 30 minutes of continuous power to the system. This prevents the computer from shutting down in the middle of saving files.

Backup requirements are those, necessary to ensure continued achievement of system functions. There are two primary types of system backup:

a. Automatic Backup. The system automatically saves work entered into system memory to a restorable temporary file. The purpose is to save on-going work from loss in case of an abnormal system shutdown. On restart of the system, the user is informed that a temporary file exists from a previous abnormally ended session, and can be queried on whether or not the system should restore the files.

c. Routine Backup. The system does routine periodic backups. The backup of data tables that were changed during the day is backed up to external or removable media during the end-of-day functions. The system keeps track of the time lapse between backups and notifies the user if a (table-driven) period of time has been exceeded without performing a backup. For example, if the end-of-day routine requires a backup of certain data tables and if the system detects that no backup function has been performed during a 24-hour period, then the SA is notified and told to perform the backup before beginning the next day's processing. The backup and subsequent restore processes are easy for the SA to perform.

3.5.1.2 Fall Back.

Use fall back techniques to ensure the continued satisfaction of the specific requirements of the system in the event of a system failure.

a. Workstation failures. There are two, primary fall back techniques:

(1) Alternate Equipment. If a terminal or PC workstation fails, another one should be used in its place. If a printer fails or is unavailable, print output should be rerouted to another printer or the printer should be replaced.

(2) Manual Operations. If automated system is not available, manual procedures should be used to perform transactions until the automated system is back in operation. When the system is back in operation, the manual transactions are entered into the system. The system includes the ability to reroute output to different devices in the event that the normal output device is unavailable. For example, if a standard report is normally routed to a specific printer, the user has the option of re-directing the output to another printer as the situation dictates.

b. Installation Failures. In case the installation system fails, you should contact the installation SA or DOIM for instructions.

3.5.1.3 Degraded Modes of Operation.

This provides for operating the system according to a priority established in order of importance or urgency. The priority for operating any ISM in degraded mode is as follows:

Table 3.5.1. Degraded Modes of Operation

Priority	Operation
(1)	Interactive input of data
(2)	Standard report generation
(3)	Loading input data from other sources (e.g., ASMIS)
(4)	Transmitting data to other organizations (e.g., Staff Agencies)
(5)	Ad hoc queries of the database

3.5.2 Restart/Recovery.

a. General. The application software requires no restart procedures. However, the RDBMS automatically logs transactions that are completed. If the RDBMS crashes, an archive copy of the database is restored to disk, and the database is rolled forward to a point just before the failure. If any transactions were not

completed, the database will be rolled back to the last completed transaction.

b. Policy. RDBMS transaction logging is automatic and has the default "checkpoint interval" of 20 minutes, which can be changed by the Database Administrator (DBA). Backups of the database must be performed a minimum of once per day. Backups of the application software can be conveniently performed when the database is backed up. DMC personnel will perform backups of applications, the ILIDB, and subject area databases.

c. Data Recovery. In case the ISM program has been corrupted or destroyed, the backup copy is restored. To recover a destroyed database, the latest backup is restored and then the contents of the transaction log read in. When the system is restarted, it checks for the existence of a complete transaction and automatically recovers; the RDBMS notifies users when an automatic recovery from backup is being performed.

3.6 SECURITY AND PRIVACY.

The information contained in this application is designated unclassified sensitive-two (US-2). US-2 is unclassified information, which primarily must be protected to ensure its availability and/or integrity. This information also requires protection from unauthorized personnel to ensure confidentiality. Examples of US-2 include information dealing with logistics, medical care, personnel management, Privacy Act data, contractual data and *"For Official Use Only (FOUO)"* information. All data, which is subject to the Privacy Act, pursuant to Public Law 93-579, will be handled in such a manner as to preclude unauthorized release of the information. The Personnel Locator application data tables will contain information that must be safeguarded against unauthorized assess. Only users with a valid login ID and PASSWORD may access the PERSLOC ISM. PERSLOC SA must grant privileges to a user to access the various options of the ISM.

3.6.1 Threat Types.

There are several possible threats to which the system could be subjected. These threats are taken into consideration in the development of safeguards.

3.6.2 Unauthorized Access.

This type of threat concerns an individual attempting to gain access to the system who is not authorized to either use the system or has a "need to know." The system provides safeguards against these types of "hackers" or "idle curiosity seekers."

3.6.2.1 Fraud and Embezzlement.

This type of threat concerns an individual authorized system access attempting to falsify requisition records for purpose of acquiring unauthorized items. The system provides safeguards against any one individual having complete control over an entire accounting transaction; and maintains permanent, unalterable audit logs of record access.

3.6.2.2 Other Threat.

This type of threat concerns the physical misappropriation of the computer containing the application program and its data bank/database. The system includes safeguards such as encryption of data elements, if appropriate, to prevent sensitive data from falling into the wrong hands by physical misappropriation of the system hardware.

3.6.2.3 Service Interruption/Degradation.

This type threat is normally related to scheduled or unscheduled availability of the system to run the

application as intended. The disruption may be due to power outages, environmental situations, etc. The system provides safeguards for restoring systems abnormally terminated/shut down.

3.6.2.4 Human Errors of Commission and Omission.

This type of threat is normally related to user carelessness or ignorance. The system provides safeguards by automatically performing edit checks for enumerated values, acceptable ranges, etc.

3.6.2.5 Privacy Violations.

This type of threat involves unauthorized release of personnel information protected under the Privacy Act of 1974, Section 5, United States Code 552a. Data elements identified as protected under the Privacy Act are safeguarded by the system through encryption, user access levels, or other controls as appropriate.

3.6.2.6 Sabotage.

This type of threat would most likely involve an authorized user deliberately erasing or otherwise destroying system data files and/or backup file media. The system periodically determines duration between system sessions and last system backup. The system also periodically requires a backup to be generated if some predetermined number of sessions has occurred without the operator voluntarily performing a backup operation. The backup ensures that at least three separate backup copies are maintained and the system cycles through them interactively.

3.6.2.7 Industrial/Military Espionage.

This threat would normally involve a former user gaining access to the system for some personal benefit. The system provides safeguards to require inactive USERID to be deleted from the system. The system also requires periodic mandatory change of authorized user passwords.

WARNING

IT IS A VIOLATION OF FEDERAL LAW TO ACCESS, COPY, OR OTHERWISE USE GOVERNMENT COMPUTER RESOURCES WITHOUT SPECIFIC AUTHORIZATION.

3.7 ASSISTANCE AND PROBLEM REPORTING.

Obtain assistance by contacting the Customer Assistance Office (CAO) at the appropriate ANSOC, unless instructed to report to an intermediate source first. Report problems using the procedures described in the Configuration Control Manual, AISM 25-P21-A03-AIX-CCM. Use DA Form 5005-R, "Engineering Change Proposal-Software (ECP-S)" to report the problem and submit it to the appropriate ANSOC. You may report the problems on the Fort Huachuca hot line DSN: 879-6798/6858 or on commercial line 1-800-305-3036.

4 ACCESS TO THE SOFTWARE

This section provides the instructions necessary to assist both the first-time and occasional end users of the PERSLOC ISM application in gaining access to the system. This section also describes how to access the PERSLOC system reliably without detailed knowledge of the functional capabilities of the application. The symbols shown in Figure 4-1 are notational conventions used throughout this manual.

Table 4.1. Notational Conventions

SYMBOL	MEANING
< key >	Press the specified key.
< key1 > < key2 >	Press and release < key1 > then press and release key2.
< key1 > / < key2 >	Press and hold key1 while pressing key2, then release both.
< F1 FUNCTION >	Denotes a screen-labeled function key and its function.
< message >	Denotes a message displayed on-screen.
{prompt}	Denotes a prompt that requires a response.
"text"	Type the text within the quotes (do not type the " marks).

4.1 FIRST-TIME USER OF THE SOFTWARE.

This section discusses procedures for the first time use of PERSLOC. Each user must have a USERID and a password to access the PERSLOC application. The USERID identifies you to the system and the password further verifies the level of access you will have. The SA is responsible for assigning USERID and passwords. After the final workday transaction has been completed, press < F6 > until the LOGIN prompt appears and switch off the monitor.

4.1.1 Equipment familiarization.

This section describes how to access PERSLOC using the 386/486 PC. The following paragraphs describe the specifications/attributes of the equipment supporting PERSLOC:

a. Power and Adjustments.

(1) Make sure the PC and monitor are plugged into a power outlet, and that the keyboard is plugged into the PC.

(2) First, press the power switch to turn on the PC. Then, press the power switch to turn on the monitor. After boot-up is complete, the operating system prompt will appear.

(2) Adjust the angle of the viewing screen by tilting it up, or down or swiveling it left to right. If necessary, adjust the brightness and contrast.

b. Cursor. The cursor shows the position where typed-in text will appear on the screen.

(1) Four cursor types are available: line or block, blinking or not blinking. Set cursor type using the operating system setup.

(2) You can use the < Enter > key, arrow keys, or < Tab > key to position the cursor at the desired data entry point.

c. Keyboard Layout. There are 12 function keys, labeled < F1 > through < F12 >, located across the top of the keyboard. PERSLOC does not support the use of a mouse.

(1) Refer to Section 8, "ISM User Interface Standards", to find out what each function key means when using the software.

(2) Specialized function keys, which may not appear in Section 8, are described throughout Section 5, Processing Reference Guide.

d. Turning Power Off. If you want to turn off the power to the computer, you should first press < F3 > to save any work in progress, then press < F6 > until the UNIX login ID appears. When using Telnet or Procomm, there is no need to logout first. However, if you have more than two sessions running at the same time, you should end all sessions before turning off the PC.

4.1.2 Access control.

This paragraph presents an overview of PERSLOC access and relevant security features.

a. Obtaining a password. The system needs a unique login and password for a user to access. The PERSLOC SA must also grant access privileges to a user to run the different options of the ISM. The PERSLOC SA for the installation should be contacted for information relative to access to the PERSLOC.

b. Password Controlled Functions. The installation PERSLOC SA should be contacted for information about password controlled functions.

c. Report Security and Privacy Considerations. Data elements identified as protected under the Privacy Act are safeguarded through user access levels.

4.1.3 Installation and setup.

The U.S. Army 7th Signal Command supervises PERSLOC installation. ANSOC personnel install the application software onto the host computer, and the ANSOC SA administers the system. The PERSLOC FA is responsible for initial setup and customization according to requirements of the installation where PERSLOC is being used. AISM 25-P21-A03-AIX-SIP, PERSLOC Software Installation Plan (SIP), contains both installation and initial setup instructions. To be identified as a user or authorized to access or install PERSLOC software, contact the PERSLOC FA.

4.2 INITIATING A SESSION.

To successfully access the PERSLOC host computer, you must first obtain the necessary log-in name and password from your SA. If your PC has a direct connect to the LAN, then use the procedure to login to the PERSLOC application.

4.2.1 Beginning PERSLOC Processing.

After successfully logging-in to PERSLOC via the ISM computer, you are ready to begin processing. Upon accessing PERSLOC, a start-up 'warning' screen as shown in Figure 4.2.2 will appear.

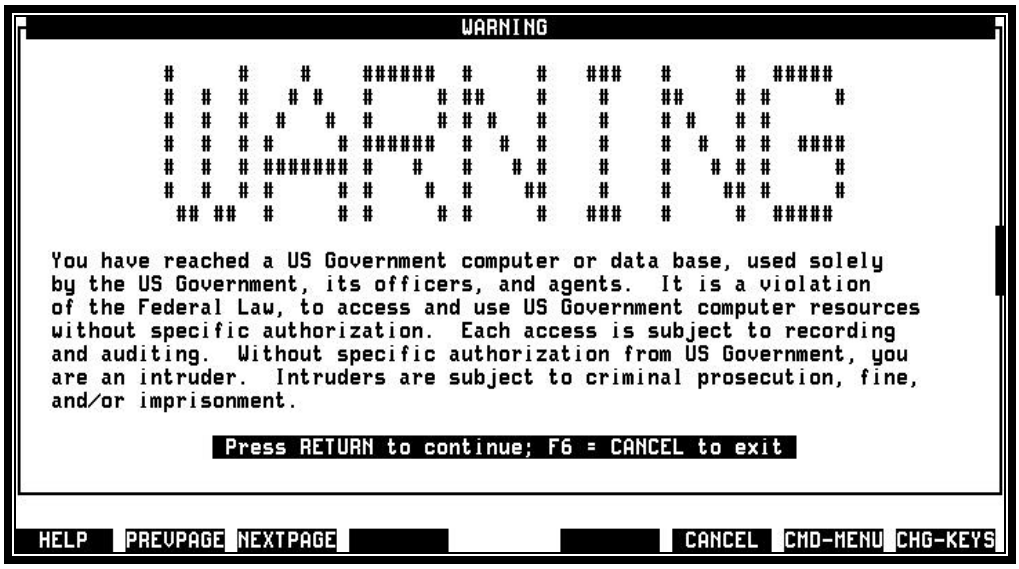


Figure 4.2-1. Federal Warning Screen

a. To continue, press < Enter >. Then, follow the instructions supplied in Section 5, Processing Reference Guide.

b. To cancel and return to the **{Login:}** prompt, press < F6 >. Then, follow the appropriate procedure for disconnecting from the ISM computer:

(1) Press < Alt/X > to exit a Telnet session, or

(2) Press < Ctrl/X > twice to exit an ISM dialing session.

4.3 STOPPING AND SUSPENDING WORK.

You can stop work and exit the system at any time, but before exiting, press < F3 > to save current information.

a. To stop or interrupt use of the system, press < F6 > to abort system start-up (if the warning screen is still displayed) or to get back to the Master Menu (if the system is already running).

b. To suspend an operation, refer to the paragraph in this manual describing that specific operation.

5 PROCESSING REFERENCE GUIDE

This section provides detailed descriptions of the functional and technical processing capabilities of the PERSLOC ISM application.

5.1 CAPABILITIES.

This section describes the capabilities of PERSLOC and the inter-relationships of its functions, menus, screens, and reports. The paragraph 5.3, below discusses the functionality, which is currently implemented in version 9.00. The remaining functionality will be implemented through the Engineering Change Proposal-Software (ECP-S) process.

5.2 CONVENTIONS.

This section presents the standard conventions used throughout the application.

Menu selection: Use the arrow keys to position a menu bar and highlight your selection, then press the < Enter > key to select the menu item. Menu items may also be selected by typing the number of your choice and pressing < Enter >.

Menu de-selection: Press < F6 > to move to a previous menu level or to cancel an action. To change a keyed-in menu selection, press the backspace key to clear the buffer, then key in the new selection and press < Enter >.

Entering dates: At a "Date Range Selection Menu", enter dates as YYYY/MM/DD or YYYYMMDD or YYMMDD. The current date responds to "today" or "t". Dates are converted to the following format for display: "YYYY/MM/DD".

Entering time: Use military time at a "Time Range Selection Menu". Typing "now" inserts the current military time.

SSN Identification: PERSLOC uses the SSN throughout to identify a soldier. Entering a SSN displays existing system data for that soldier. From a blank menu, entering the SSN will fill the buffer for the SSN field, which will then display system information. If the field is already populated with a SSN from a previous entry however, you must press < Enter > to activate the search function.

Message line: As you advance to each field, the system displays instructions specific to the current field at the bottom of the screen.

Field choices: When completing an input screen, values associated with the field are available for display if the F2 box at the bottom of the screen displays "Choices." Pressing < F2 > will display a list of field values in a "pop-up" window, at the top of the screen. Highlight your choice from the list and press < Enter > to select that field value (From some selection menus, the system prompts you to use < F2 > to mark selections. In this case selections are marked with a "> " character.)

"Choices" screens may include up and down pointers at the right side of the screen. This indicates that more choices are available for the field than can appear at one time. A "down pointer" signals that more field choices can be viewed on the next page (accessed by

< F3 > or < Page Up > or < Ctrl/W >). An "up pointer" signals that previous choices can be redisplayed (accessed by < Page Down > or < Ctrl/V > or < F2 >, previous page). Use the < Home > key to go back to the beginning of the list; < End > moves to the last choice of the list. You can also key in the first few letters of a selection to position the menu bar directly to that field (e.g., to quickly select "United States" from a list of countries, key in "uni").

Case sensitive: Since UNIX is case sensitive, entering items with the Caps Lock key active may not produce the results desired. Since items entered lowercase, will be converted automatically to uppercase, do not activate the Caps Lock function.

Record locking: In a relational database, a record, can only be accessed by one user at a time. A Structured Query Language (SQL) error message may appear during operation of the system if a record you are trying to access is locked by another user. In this event, cancel the operation and reattempt access after a few minutes. SQL errors related to record locking are as follows: 233, 243, 244, 245, 246, 250, 271, 289, 291, 378, and 534.

Some of the standard Function Key (PF Key) definitions for the PERSLOC Software are in this section. Section 8 contains additional information on user interface standards.

Table 5.1.1. Definitions of Function Keys

KEY	FUNCTION
< F1 >	Display context-sensitive HELP screen
< F2 >	Display choices of items for selected field. Also allows you to mark an item.
< F3 >	Accept entries and move to next activity.
< F6 >	DO NOT accept entries--return to previous activity.
< F8 >	Display next set of function keys.
< F8 > < F1 >	Prints the requested form/report.
< F8 > < F2 >	View the requested form/report.
< F8 > < F4 >	Will return to the previous page.
< F8 > < F5 >	Moves the data displayed on-screen down one page.

5.2.1 Input Requirements

PERSLOC is to be used as an interactive application. This means that it is designed for access and use from a terminal. PERSLOC gets data residing in the application's specific subject area database (SADB); however, PERSLOC may also retrieve input from the ILIDB. Initially, the majority of the data input will be from the end user. But as users add to the common SADB, more and more of the data needed, will be provided. Some reports and queries will require you to specify a range of dates to begin and end the report or query. Other times, you will provide a Social Security Number (SSN) to locate specific pieces of information for an individual.

5.2.2 Input Formats

In general, PERSLOC menus and data entry screens provide format instructions for the fields they contain. Additional instruction on the format or nature of the expected input may be obtained by pressing < F1 HELP > or < F2 CHOICES >. Appendix "E" of the PERSLOC FD contains a Data Element Dictionary, which describes composition and length of data elements used by this system.

5.2.3 Composition Rules

PERSLOC screens show you each field's expected number of characters or the character limit. Some fields have range and validity checks. If you make an incorrect entry, you will be provided a meaningful error message.

5.2.4 Input Vocabulary

Each screen is composed of text describing expected input, fields to accept your input, a message line at the bottom for input directions, and occasionally, a pop-up error message. Some screens accept so much information that it is not possible to describe the field fully, so an element abbreviation is put on your screen. Appendix "E" of the PERSLOC FD contains a list of the PERSLOC data elements, their abbreviations, and formats.

5.2.5 Output Requirements.

PERSLOC output is generated in three basic media: to screen, to printer, and to a file. Screen output is used for system queries when on-line information viewing is adequate. Tape output will be used either by the application or SA to send data to remote locations. Reports and/or queries that are required in hard copy will go to your printer.

5.2.6 Output Formats.

In all cases, the format of the output is controlled by the application, and you will see it as it is designed. Changes to output formats must be requested through your application administrator via ECP-S. (See PERSLOC Customer Assistance function described in paragraph 5.3.5.).

5.2.7 Sample Outputs.

PERSLOC is an interactive application, most of your output will be to your screen and will be easily read. Reports can be verified on your screen before they are printed.

5.2.8 Output Vocabulary.

All output is selected via menus.

5.3 PROCESSING PROCEDURES.

This section describes the processing capabilities of PERSLOC. Paragraphs 5.3.1 through 5.3.9 provide a detailed walk-through of each of the procedures, menus, and/or data entry screens that make up the functional processes of the PERSLOC application.

All sections provide an explanation of each procedure, menus, and/or data entry screens that make up the functional processes of the PERSLOC application.

The processing procedure of PERSLOC starts from the initial screen of PERSLOC, referred to as the "Warning" screen (Figure 4.2.2).

Figure 5.3-1. Welcome Screen

From the "Warning" screen of PERSLOC, you have two options. Press < Enter > to display the PERSLOC "Welcome" screen or press < F6 > Function Key to exit from the PERSLOC application and return to the UNIX LOGIN prompt. The processing procedures described in the following paragraphs are organized by menu, beginning with the highest level menu - the "Master Menu". Refer to Figure 3.4-1 PERSLOC Hierarchy Diagram for an overall view of the menu structure.

STEP 1. After pressing < Enter > with start-up warning screen displayed, press < Enter > to display PERSLOC "Welcome Screen". Most processes have help screens. To access a help screen, press < F1 > at any time. Use help screens whenever you want guidance in performing functions or entering data.

STEP 2. Press < Enter > to display "Master Menu".

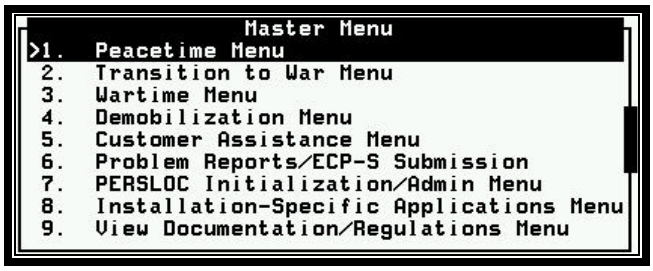


Figure 5.3-2. Master Menu

Help menus have been provided for each process. By pressing < F1 >, which is the designated HELP key, before selecting each menu, form or order, it is possible to access an instructional narrative. This HELP facility provides detailed guidance and support when you may need further instruction for appropriate actions and entries. In certain situations, some portions of the ISM have not yet been developed and you will be presented with a "HELP" screen similar to the example shown below.

You will not normally have access to the "PERSLOC Initialization/Administration Menu". However, you will have access controlled on an individual basis by the PERSLOC Administrator who is responsible for PERSLOC security and accesses the Initialization/Administration Menu to define user profiles, install system printers, maintain ad hoc queries etc. The PERSLOC Administrator has access to the entire system and he/she should be consulted in case of questions. Most of the PERSLOC user functionality is accessed from the "Peacetime Menu".

5.3.1 Peacetime Menu.

Highlight this menu from the "Master Menu" and press < Enter > to enter the "Peacetime Menu". In this menu, there are currently nine sub-menu items. Select this menu from the "Master Menu," to access the main PERSLOC functions.

Figure 5.3-3. Peacetime Menu

Highlight your selection and press < Enter >.

5.3.1.1 Military Telephone Locator Service Menu.

This menu allows you to search for telephone information about military personnel. To select this option, highlight this menu from the "Peacetime Menu," and press < Enter >. "Military Telephone Locator Service Menu," will appear.

Figure 5.3-4. Military Telephone Locator Service Menu

Highlight your selection and press < Enter >.

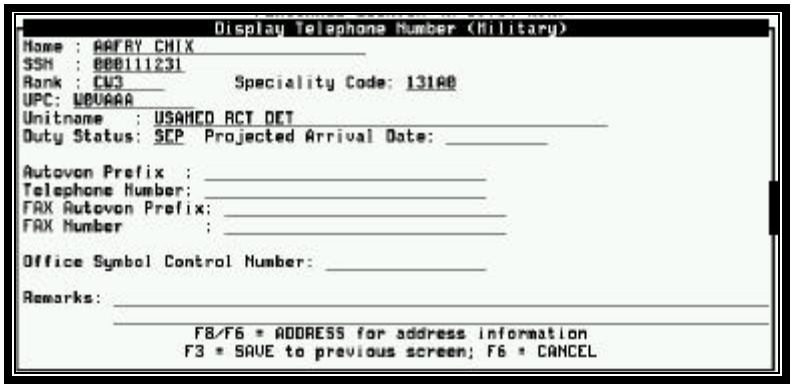
5.3.1.2 Browse Military Phone by Name.

To locate military telephone information by name, select this item from the "Military Telephone Locator Service Menu". The "Browse Military Phone by Name" will appear.

Figure 5.3-5. Browse Military Phone by Name

Enter the full name in the format of LAST, FIRST and MIDDLE, and press < F3 > to browse military personnel. If you are not sure of the correct name, or the spelling, you can type in one or more letters of the last name and press < F3 > to browse military personnel. If you have chosen to enter only a portion of the name, a screen will appear showing a list of several individuals that might possibly contain the individual you are interested in. You can use the UP or DOWN

ARROW key or the PAGE UP or PAGE DOWN key to highlight and select the individual. Once the individual has been entered (either directly or by selecting from the list), the "Display Telephone Number (Military), " screen will appear.



This screen is only for viewing information. You cannot make any changes to the information on this screen. Section 5.3.1.5, Phone Table Menu will discuss how to change the information. To exit this screen, press < F3 > to return to the screen you selected a name from or press < F6 > to return to the "Military Telephone Locator Service Menu ".

If you select a person who is no longer assigned to this installation, the following error message will appear.

Press < Enter > to continue. Pressing < F8/F6 > will display the following screen.

To exit this screen, press < F3 > to return to the screen you selected a name from or press < F6 > to return to the "Military Telephone Locator Service Menu ".

Pressing < F8/F6 > will display the phone information screen. Pressing < F8/F1 > will display the print destination screen to enable you to print label.

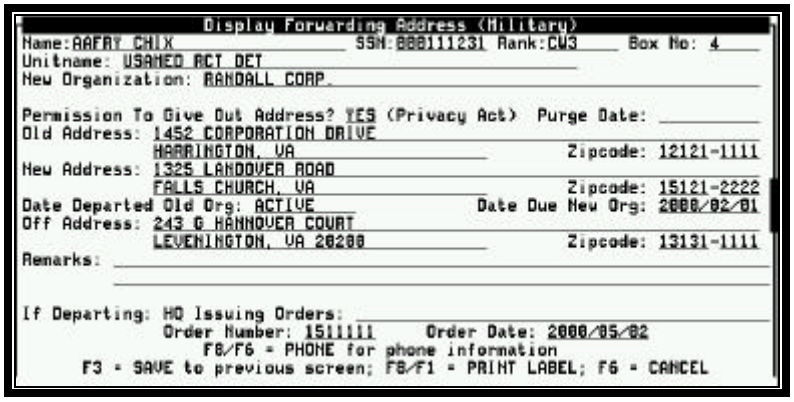
5.3.1.3 Inquire Military Phone by SSN.

To locate military telephone information by SSN, select this item from the "Military Telephone Locator Service Menu ". "Inquire Military Phone by SSN " will appear.

Figure 5.3-6. Inquire Military Phone by SSN

Enter a 9-digit SSN and press < F3 > to process to retrieve the telephone number information for the appropriate individual. If the SSN you entered is valid (in the database), "Display Telephone Number (Military)," will appear.

This form displays the phone information for the specified soldier. Press < F3 > to return to the "Inquire Military Phone by SSN," screen and enter another SSN, or press < F6 > to cancel and return to the "Military Telephone Locator Service Menu". Pressing < F8/F6 > will display the following screen.



To exit this screen, press < F3 > to return to the screen you selected a name from or press < F6 > to return to the "Military Telephone Locator Service Menu". Pressing < F8/F6 > will display the phone information screen. Pressing < F8/F1 > will display the print destination screen to enable you to print label. If this person no longer lives at the installation, then an error message will appear.

5.3.1.4 Civilian Telephone Locator Service Menu.

This item allows you to search for telephone information about civilian personnel. To access this function, select this menu from the "Peacetime Menu". "Civilian Telephone Locator Service Menu," will appear.

Figure 5.3-7. Civilian Telephone Locator Service Menu

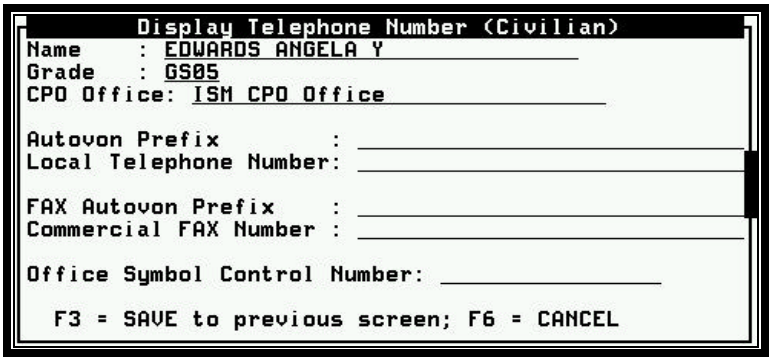
5.3.1.5 Browse Civilian Phone by Name.

To locate civilian telephone information by name, select this option from the "Civilian Telephone Locator Service Menu". The "Browse Civilian Phone by Name", screen will appear.

Figure 5.3-8. Browse Civilian Phone by Name

Enter the full name in the format of Last, First, and Middle, and press < F3 > to browse civilian personnel. If you are not sure of the correct name, or the spelling, you can type in one or more letters of the last name and press < F3 > to browse civilian personnel. If you have chosen to enter only a portion of the name, the following screen will appear showing a list of several individuals that might possibly contain the individual you are interested in.

You can use the UP or DOWN ARROW key or the PAGE UP or PAGE DOWN keys to highlight and select the individual. Once the individual has been entered (either directly or by selecting from the list), the "Display Telephone Number (Civilian), " will appear.



You can only view this screen. You can not change any information on this screen. To edit any information shown, see Section 5.3.1.5, Phone Table Menu of this document. To exit this screen, press < F3 > to return to the "Civilian Telephone Locator Service Menu", or press < F6 > to cancel and return to the "Peacetime Menu". If you select a person that no longer is assigned at the installation, the following error message will appear.

5.3.1.6 Inquire Civilian Phone by SSN.

To locate civilian telephone information by SSN, select this option from the "Civilian Telephone Locator Service Menu".

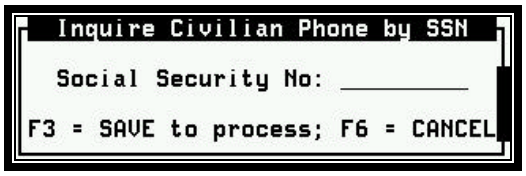
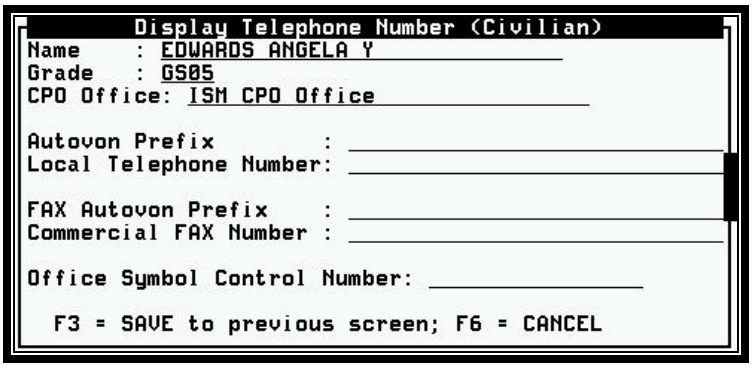


Figure 5.3-9. Inquire Civilian Phone by SSN

Enter a 9-digit SSN and press < F3 > to process. If the information you requested is available, the "Display Telephone Number (Civilian)," screen will appear with all of the telephone information associated with that SSN.



Press < F3 > to return to the "Inquire Civilian Phone by SSN," screen and enter another SSN, or press < F6 > to cancel and return to the "Civilian Telephone Locator Service Menu". If this person is no longer assigned to the installation, an error message will appear.

Press < Enter > to continue.

5.3.1.7 Mail Directory Service Menu.

This menu allows you to locate address information for military personnel. To access this menu, select Mail Directory Service Menu from the "Peacetime Menu". "Mail Directory Service Menu", will appear.

Figure 5.3-10. Mail Directory Service Menu

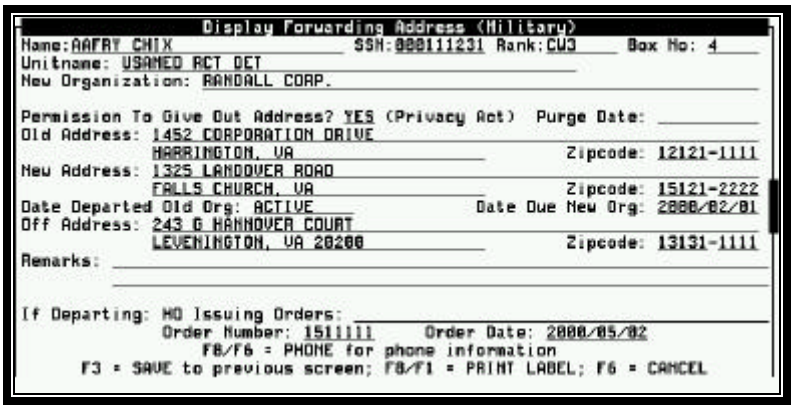
5.3.1.8 Browse Military Address by Name.

To locate military addresses by name, select this option from the "Mail Directory Service Menu". The "Browse Military Address by Name", screen will appear prompting you to enter a name or a portion of a name in the format LAST, FIRST and MIDDLE.

Figure 5.3-11. Browse Military Address by Name

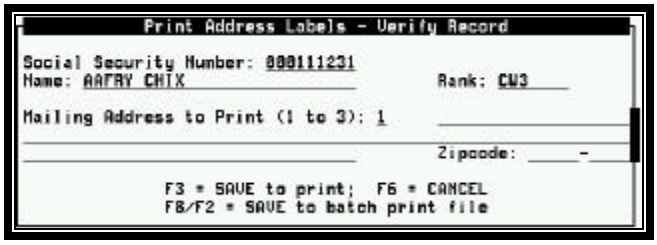
If you are not sure of the correct name, or the spelling, you can type in one or more letters of the last name and press < F3 > to browse military personnel. If you have chosen to enter only a portion of the name, the following screen will appear showing a list of several individuals that might possibly contain the individual you are interested in.

You can use the UP or DOWN ARROW key or the PAGE UP or PAGE DOWN key to highlight and select the individual. Once the individual has been entered (either directly or by selecting from the list), the "Display Forwarding Address (Military)", screen will appear showing the address information.



Press < F3 > to return to the previous screen or press < F8 > then < F6 > for phone information or press < F8 > then < F1 > to print a mailing label or press < F6 > to cancel and return to the personnel locator menu.

If you have selected the PRINT option, then the system will prompt for the mailing address you want to print with the following screen.



Enter 1, 2, or 3 of the mailing address to be printed or press < F2 > for choices.

Highlight one of the three options and press < Enter >. Press < F3 > to process. The "Printer Destination" screen will appear.

Field	Description
Number of Copies:	Enter a one or two digit number for the number of copies you want.
Printer Class:	Enter the class of the printer or press < F2 > for choices.

Printer Name: Enter an available printer, from the selected class or press < F2 > for choices.

Press < F3 > to print or < F6 > to cancel. Pressing < F8/F2 > will display the following screen.

Press < F3 > to save batch file or < F6 > to cancel. If you have selected the PHONE option, then the "Display Telephone Number (Military)" will appear. If no phone information is available or if you select a person that is no longer assigned to this installation, an error message will appear. Press < F3 > to go back to "Display Forwarding Address (Military)" screen or < F6 > to return to the "Mail Directory Services Menu".

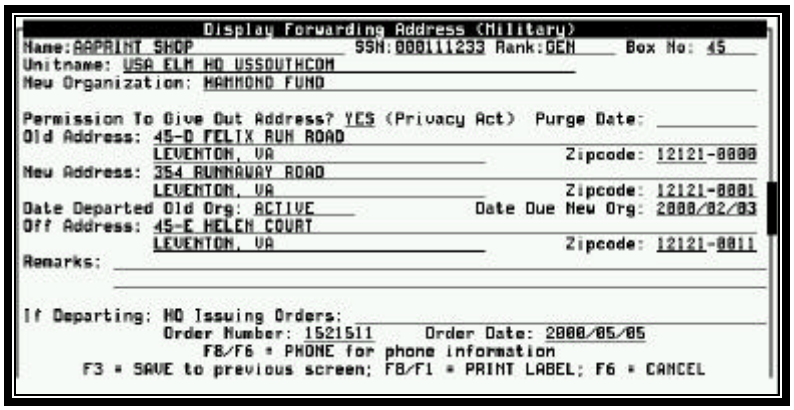
5.3.1.9 Inquire Military Address by SSN.

To locate military personnel addresses by SSN, select Inquire Military Address by SSN from the "Mail Directory Service Menu". "Inquire Military Phone by SSN", will appear.

Figure 5.3-12. Inquire Military Address by SSN

Enter SSN. Press < F3 > to proceed to the next screen, or press < F6 > to cancel and return to the "Mail Directory Service Menu". By pressing < F3 > to process, the "Display Forwarding

Address (Military)", screen will appear, filled with information about the person selected.



Press < F3 > to return to the previous screen or press < F8 > then < F6 > for phone information or press < F8 > then < F1 > to print a mailing label or press < F6 > to cancel and return to the personnel locator menu.

5.3.1.10 Address Table Menu.

This menu allows you to add, change, or delete an address from the address database. To access this menu, select this option from the "Peacetime Menu". The following screen will appear.

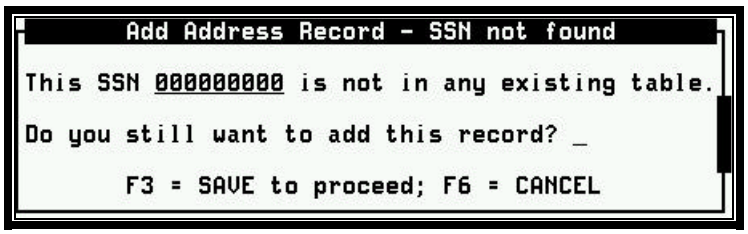
Figure 5.3-13. Address Table Menu

5.3.1.11 Add/Change Address Table Record.

When you select this option, the system will prompt you to enter a SSN. If the person is currently in the address table, you will have the opportunity to change the record. If the person is not in the departed table, you will have the opportunity to enter the forwarding address information. To add or change an address record, select this option from the "Address Table Menu". The following screen will appear.

Figure 5.3-14. Add/Change Address Table Record

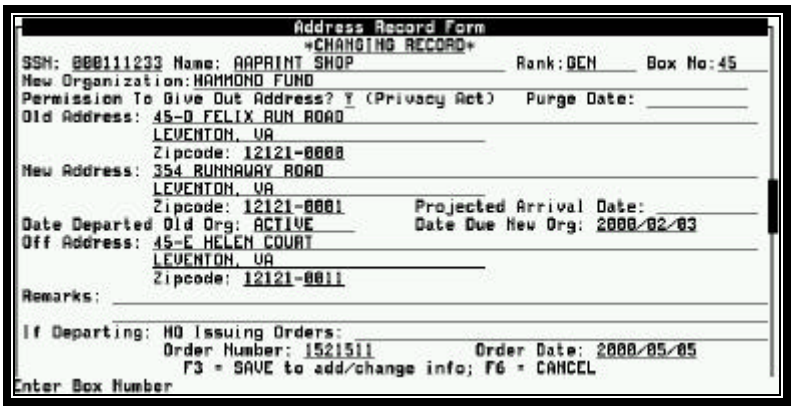
Enter the SSN. Press < F3 > to either display a current record for editing or to display a new blank record for adding information. If you have entered the SSN who is not currently in the database, then the following warning screen will appear.



Enter < Y > to add or < N > to reenter SSN. In case you do not have access permission, then the

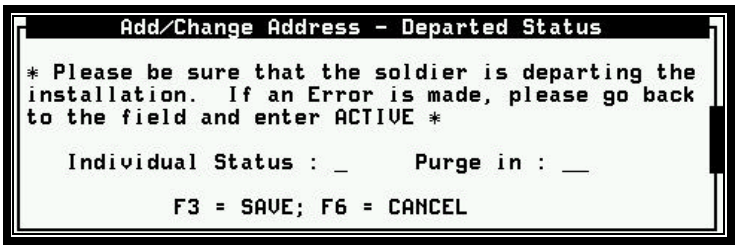
following screen will appear.

Press < Enter > to proceed. The following screen will appear.



If the SSN entered already exists in the database, then the message "CHANGING RECORD" will appear on the top line of the form and the form would have been populated with information pertinent to that SSN. If the SSN does not exist in the database, the message will read "ADDING RECORD * and the form will be blank. Fill in the form.

Field	Description
SSN:	Enter the SSN.
Name:	Enter the individual's name in the format of LAST, FIRST and MIDDLE.
Rank:	Enter the rank or press < F2 > for choices.
Box No:	Enter a Box No and press < Enter >.
New Organization:	Enter the name of the new organization. Press < Enter >.
Permission to Give Out Address:	Enter < Y > or < N > to either grant or deny permission to give out the address information you are entering.
Old Address:	Enter old address information.
New Address:	Enter new address information.
Projected Arrival Date:	Enter the projected arrival date.
Date Departed Old Organization:	Enter the date the individual departed the old organization or enter ACTIVE for a non-departing individual. You will see the following screen with additional instructions.



Individual Status: Enter the individual status or press < F2 > for choices.

Date Due New Organization: Enter the date the individual is due at the new organization using the correct date format.

Office Address: Enter the individual's Off Post address.

Remarks: You may enter up to two lines of remarks, pertinent to the addition of the particular record.

If Departing, HQ Issuing Orders: Enter HQ Issuing Orders number if the individual is departing.

Order Number: Enter the Order Number.

Order Date: Enter the Order Date.

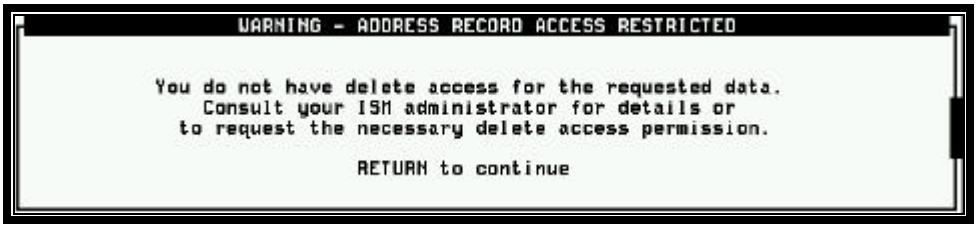
After entering the fields, press < F3 > to add/change information. This will save the information you just entered in to the database and return you to the "Add/Change Address Table Record", where you may choose to add or change another record. Pressing < F6 > will return you to the "Address Table Menu".

5.3.1.12 Delete Address Table Record.

When you select this menu item, the system will prompt you to enter the SSN. You will see the departed record, if there is any record. Be sure that you check the record before you delete it. To delete an address record, select this option from the "Address Table Menu". The following screen will appear.

Figure 5.3-15. Delete Address Table Record

Enter the SSN and press < F3 > to display the address table to delete. The following warning message will appear.



Press < Enter > to continue to display the "Delete Address Information". The system

verifies that you have selected the correct record that you want to delete from the database. To continue with deletion of the record, press < F3 >. You will see the following confirmation screen before deletion.

Press < Enter > to proceed with the deletion or < F6 > to abort. You will return to the "Address Table Menu". Press < F6 > again, to return to the "Peacetime Menu". In case there is no record found for the SSN you have entered, then the following screen will appear.

Press < Enter > to continue.

5.3.1.13 Phone Table Menu.

This menu allows you to add, change, browse, or delete a phone record. To access the menu, select this option from the "Peacetime Menu". The "Phone Table Menu" will appear.

Figure 5.3-16. Phone Table Menu

5.3.1.14 Add/Change Phone Table.

To add or modify a phone record, select this option from the "Phone Table Menu". The "Add/Change Phone Record", screen will appear.

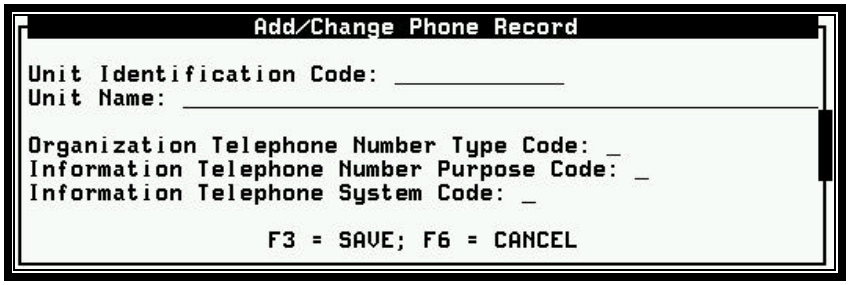
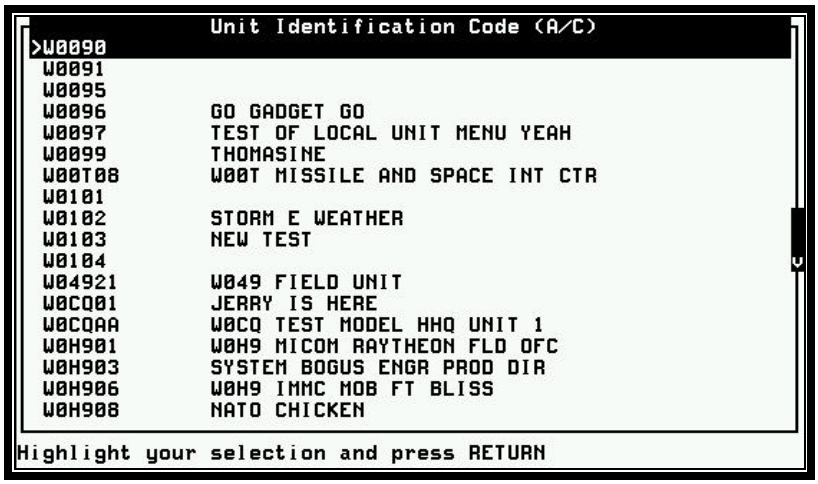


Figure 5.3-17. Add/Change Phone Table

Field	Description
UIC:	Enter the UIC or press < F2 > for choices.

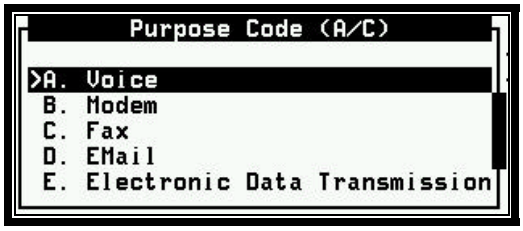


Organization Telephone Number Type Code:

Enter the organization telephone number type code or press < F2 > for choices. Note that "U" is the only code implemented.

Information Telephone Number Purpose Code:

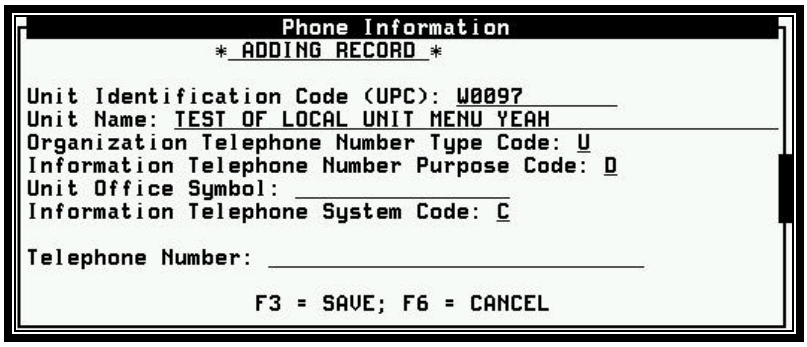
Enter the information telephone number purpose code or press < F2 > for choices. Note that "A" and "C" are the only codes implemented.



Telephone Type Code:

Enter the information telephone system code or press < F2 > for choices. Note that "A" and "C" are the only codes implemented.

If the information entered matches any entry in the Phone Table, then you can change the telephone record. If there is no record in the Phone Table and if you have entered all the information in the form, then you can add the telephone information to the phone table. After you enter the correct code information, the system will display the "Phone Information".



Press < F3 > to save the record in the database, or < F6 > to return to the "Phone Table Menu".

5.3.1.15 Browse Phone by UPC.

This function allows the user to locate phone information by the Unit Identification Code. To access this function, select this option from the "Phone Table Menu". The "Browse Phone by UPC", screen will appear.

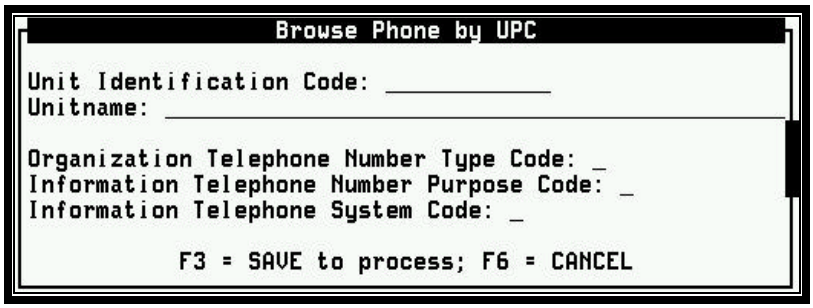


Figure 5.3-18. Browse Phone by UPC

Enter the UIC and/or Organization Code, Organization Telephone Number Type Code, and Information Telephone Number Purpose Code and Information Telephone System Code. Once you have entered the UPC (partly or fully), a form will appear with the telephone number(s) or the Autovon prefix associated with the UPC.

Press < F3 > to display a listing of records with the selected codes, or leave all fields blank and press < F3 > to display all records on file. A "Browse Phone by UPC (Menu)", screen appears displaying the UPC, type code, purpose code, system code, local telephone number, and unit name.

Press < Enter > to return to the previous screen or < F6 > to return to the "Phone Table Menu".

5.3.1.16 Delete a Phone Record.

This function allows you to delete a phone record. To access this function, select this option from the "Phone Table Menu". The "Delete a Phone Record" screen will appear.

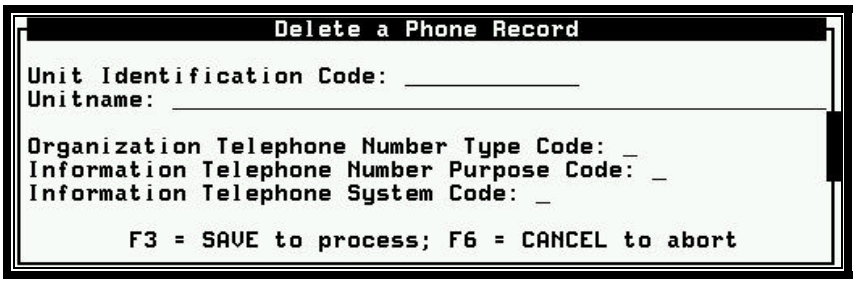
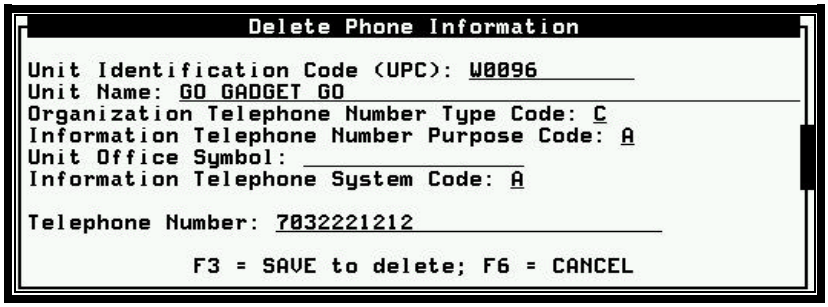
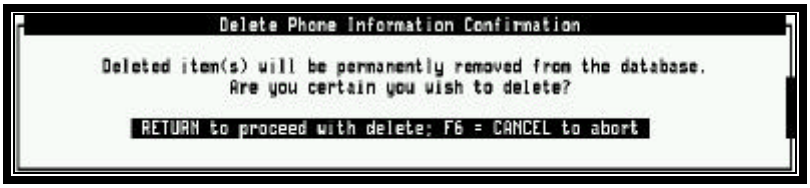


Figure 5.3-19. Delete a Phone Record

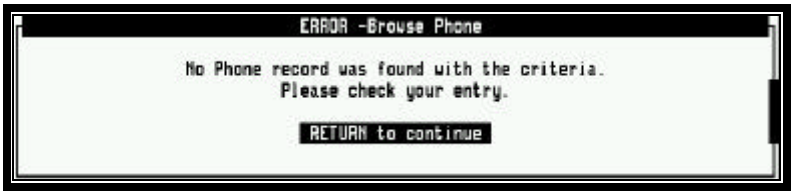
Enter the appropriate codes. Press < F3 > to proceed to the next screen or < F6 > to cancel the function. Pressing < F3 > will display the "Delete Phone Information" screen.



Press < F3 > to delete the record or < F6 > to cancel the function and return to the "Phone Table Menu". Pressing < F3 > will produce the following delete confirmation screen.



Press < Enter > to proceed with delete or < F6 > to cancel. In case there is no phone record, then the following error message will appear.

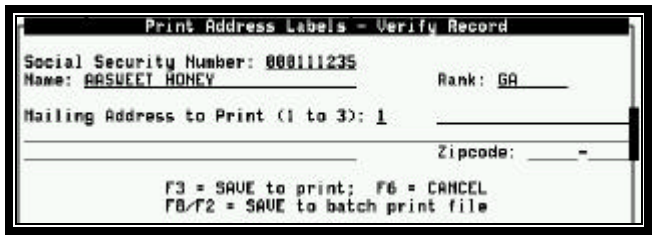


5.3.1.17 Print Address Labels by SSN.

This function allows you to print mailing labels by using a SSN to select records. To access this function, select this option from the "Peacetime Menu". The "Print Address Labels by SSN" screen will appear.

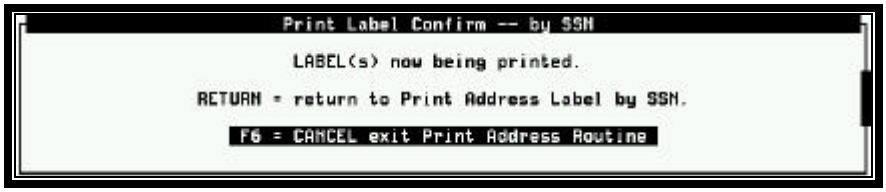
Figure 5.3-20. Print Address Labels by SSN

Enter the SSN and press < F3 > to print or < F6 > to cancel the function. Pressing < F3 > will display the "Print Address Label - Verify Record" screen.



Enter 1, 2, or 3 for the type of mailing address to print or press < F2 > for choices. Press < F8/F2 > to save the label information as a batch print file or < F3 > to retrieve the "Printer Destination" screen.

Enter the name of the printer or press < F2 > for choices. Enter the number of copies to print and press < F3 > to print address label menu. If printing is to continue, a "Print Label Confirm - by SSN", screen will appear to confirm that the mailing label is to be printed.



Press < Enter > to print the label or < F6 > to cancel the function.

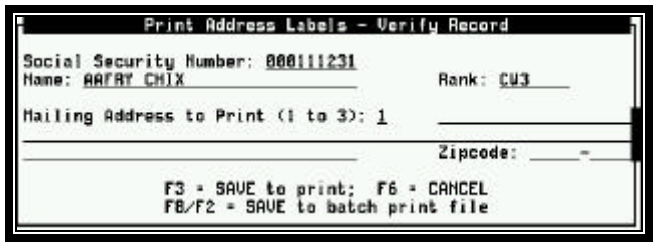
5.3.1.18 Print Address Labels by Name.

To print mailing labels by name, select this option from the "Peacetime Menu". The "Print Address Labels by Name" screen will appear.

Figure 5.3-21. Print Address Labels by Name

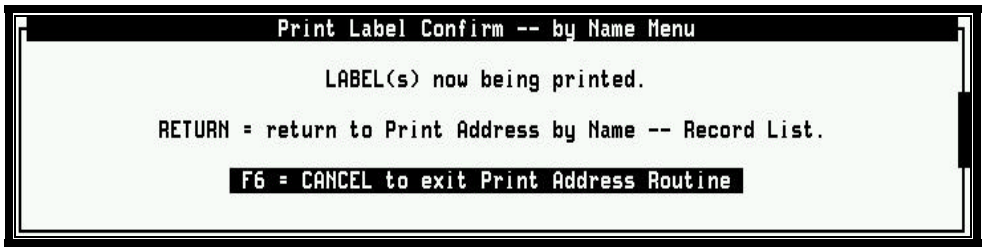
This screen will prompt you to enter some part of the person's name and then press < F3 >. If there is an exact match, then the system will print out the label immediately and will display a confirmation message on the screen. If there is no exact match, then select from the matching names which appear on your screen.

Once you have made your choice (by pressing < Enter > on the appropriate entry), the address for that person will be printed out in label format on the printer and a confirmation message will appear. After entering the name, the "Print Address Label -Verify Record" will appear.



Enter the number (1, 2, or 3) of the mailing address to be printed or press < F2 > for choices. Press < F8/F2 > to save the label information or < F3 > to display the "Printer Destination" screen.

Enter the name of the printer or press < F2 > for choices. Enter the number of copies to print and press < F3 > to print address label menu. If printing is to continue, a "Print Label Confirm -by Name," screen will appear to confirm that the mailing label is to be printed.



Press < Enter > to enter another name to print or press < F6 > to cancel. If the person you are searching for is no longer authorized for mail directory service at the installation then an error message will appear.

5.3.1.19 Batch Print Address Labels Menu.

Select option #8 from the "Peacetime Menu" to print address labels that have been saved to a batch file while executing option #6 or #7 of the "Peacetime Menu". The following menu will appear.

Figure 5.3-22. Batch Print Address Labels Menu

5.3.1.20 Print Address labels from Batch File.

Selection of option #1 from the "Batch Print Address Labels Menu" will display the following screen if the "Batch Address Label" file is empty.

Figure 5.3-23. Print Address labels from Batch File

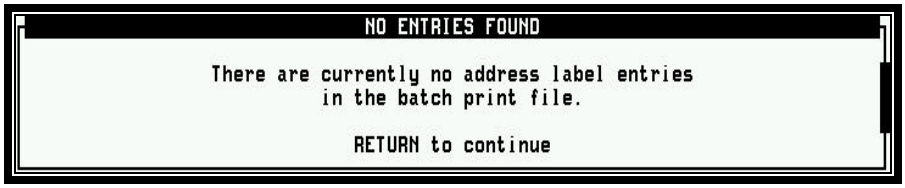
If there are records in the file, they will be printed at this time.

5.3.1.21 Clear Address Labels Batch File.

Select option #2 from the "Batch Print Address Labels Menu" to clear the records from the address Labels Batch file. After the records are cleared, the following screen will appear to verify the operation was completed.

Figure 5.3-24. Clear Address Labels Batch File

If the Batch Address Labels file is empty, the following screen will appear.



5.3.1.22 Report Menu.

This function allows you to print or view the incoming 30 Mail On Hold report, Departed soldiers report, expected arrival soldiers report, project gains list report, incomplete forwarding address report and past 30 days departed list report. To access this function, select #9 "Report Menu" from the "Peacetime Menu". When selected, the screen as shown will appear.

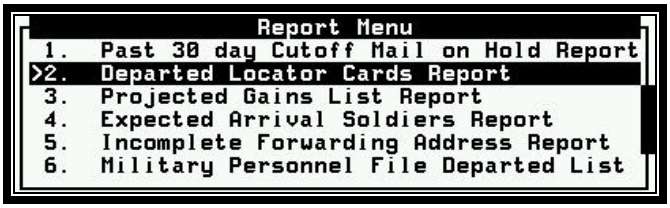


Figure 5.3-25. Report Menu

5.3.1.23 Past 30 day Cutoff Mail on Hold Report.

The Past 30 day Cutoff Mail on Hold Report provides a list to identify those soldiers with mail at the Personnel Locator Branch that has passed the 30 day 'cut-off time period. Selection of this option from the "Report Menu", will display the following screens sequentially.

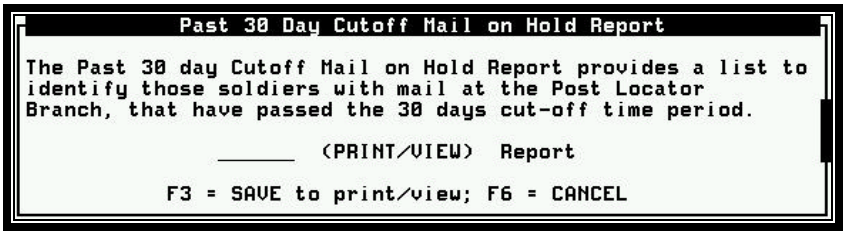


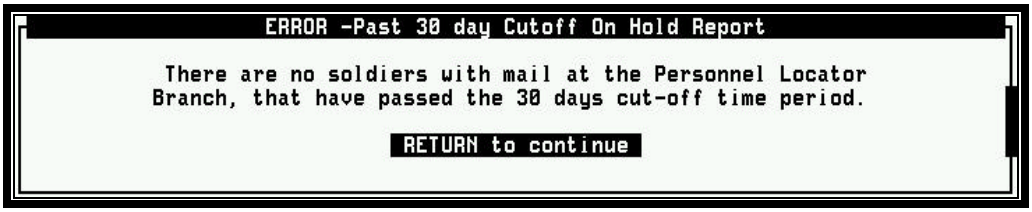
Figure 5.3-26. Past 30 day Cutoff Mail On Hold Report

Enter the option whether you want to print or view the report or press < F2 > for choices.

Pressing < F3 > will display a screen stating that the system is generating the report. If you have selected the print option then the following print destination, screen will appear.

Enter the name of the printer or press < F2 > for choices. Enter the number of copies to print; the printer class and the printer name. Press < F3 > to print or < F6 > to cancel print request.

If there were no records in the database, then the following error message will appear.



5.3.1.24 Departed Locator Cards Report.

This report prints a list of all soldiers that departed the installation within the past 30 days or 12 months. This information is taken from the address record form in the post locator table. You may send this report to a printer or you can view it on the screen. When you select this option from the "Report menu," the following screen will appear in the order of selection.

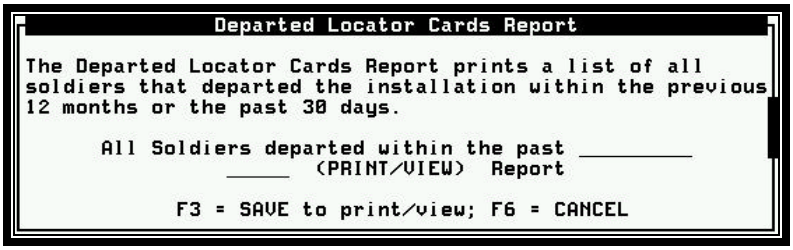
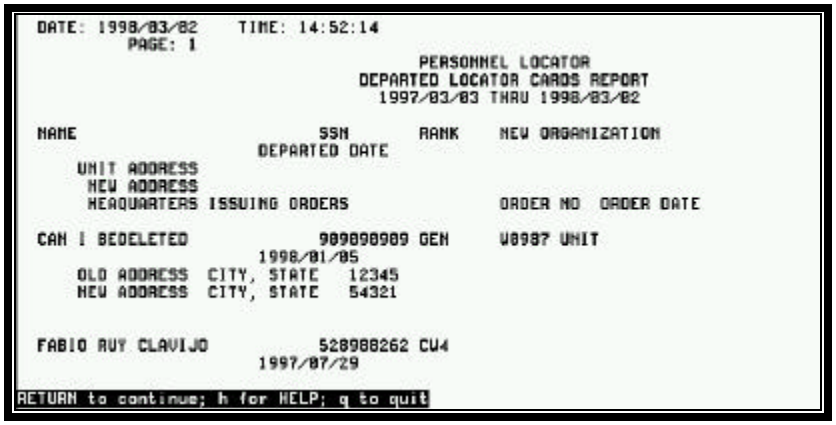


Figure 5.3-27. Departed Locator Cards Report

Enter the period of 30 days or 12 months. Enter the option whether you want to print or view the report or press < F2 > for choices. Pressing < F3 > will display a screen stating that the system is generating the report. If you have selected the print option, then the following print destination, screen will appear.

Enter the name of the printer or press < F2 > for choices. Enter the number of copies to print, the printer class, and the printer name. Press < F3 > to print or < F6 > to cancel print request. A sample report is shown.



5.3.1.25 Project Gains List Report.

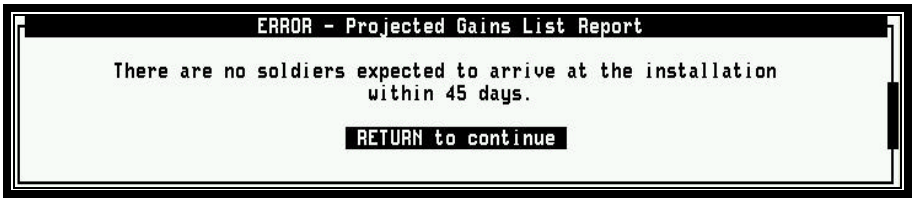
This report provides a list of soldiers expected to arrive at the installation within 45 days. The ILIDB provides this information. You can send this report to a printer or view it on the screen. Selection of "Project Gains List Report" from the "Report Menu" will display the following screens sequentially depending on the selection.

Figure 5.3-28. Project Gains List Report

Enter the option whether you want to print or view the report or press < F2 > for choices. Pressing < F3 > will display a screen stating that the system is generating the report. If you have selected the print option, then the following print destination, screen will appear.

Enter the name of the printer or press < F2 > for choices. Enter the number of copies to print; the printer class and the printer name. Press < F3 > to print or < F6 > to cancel print request.

If there are no soldiers due to arrive within the specified period, then the following error message will appear.



5.3.1.26 Expected Arrival Soldiers Report.

This report prints a projected gains list of soldiers arriving at an installation within the specified time period. The ILIDB provides this information. You can send this report to a printer or view it on the screen. Selection of this option from the "Report Menu" will display the following screens sequentially depending on the selection.

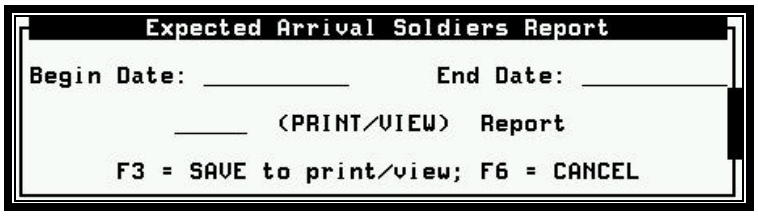


Figure 5.3-29. Expected Arrival Soldiers Report

Enter the begin date and an end date and the report will print the expected arrivals within that period. Enter the option whether you want to print or view the report or press < F2 > for choices. Pressing < F3 > will display a screen stating that the system is generating the report. If you have selected print option, then the following print destination screen will appear.

Enter the number of copies you want, the class of the printer, and an available printer from the selected class. Press < F3 > to print the report or < F6 > to cancel. If there are no soldiers expected to arrive within 45 days, then the following error message will appear.

5.3.1.27 Incomplete Forwarding Address Report.

This report prints a list of all personnel for the past 30 days or 12 months who have insufficient forwarding address information in their "Directory Mail Cards" file. When you select this option from the "Report Menu", the following screens will appear to enable you either to print or view the report.

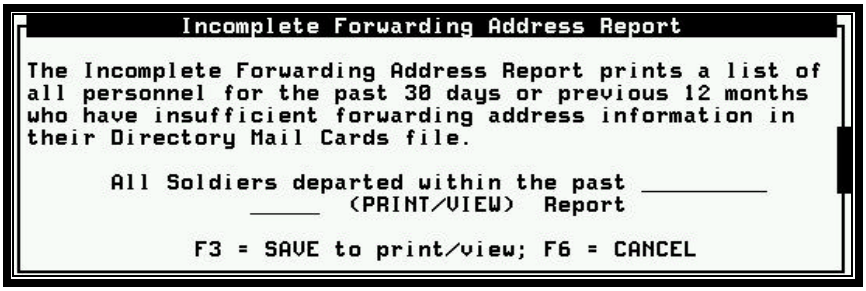


Figure 5.3-30. Incomplete Forwarding Address Report

Enter the option whether you want to print or view the report or press < F2 > for choices. Pressing

< F3 > will display a screen stating that the system is generating the report. If you have selected print option, then the following print destination screen will appear.

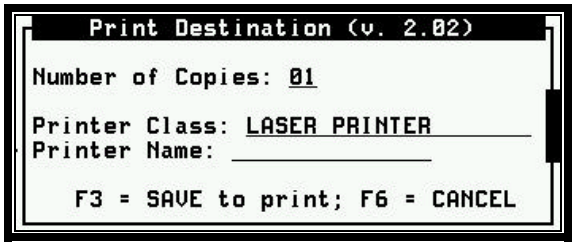
Enter the number of copies you want, the class of the printer, and an available printer from the selected class. Press < F3 > to print the report or < F6 > to cancel. If there are no soldiers with insufficient forwarding addresses in the Directory Mail Cards file for the selected time range, then an error message will appear. A sample report is shown.

5.3.1.28 Military Personnel File Departed List.

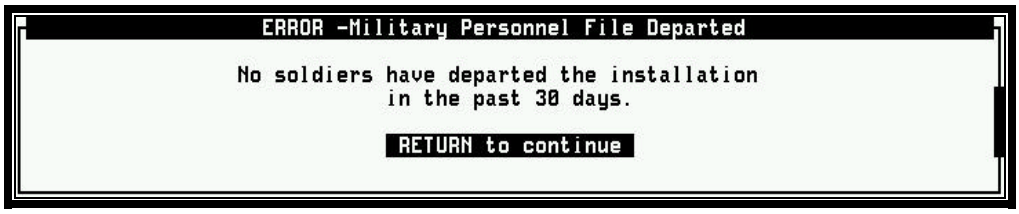
This report provides a list of all personnel who departed the installation within the past 30 days. The ILIDB provides this information. You can send this report to a printer or view it on the screen. Selection of this option from the "Report Menu" will display following screen.

Figure 5.3-31. Military Personnel File Departed List

Enter the option whether you want to print or view the report or press < F2 > for choices. Pressing < F3 > will display a screen stating that the system is generating the report. If you have selected print option, then the following print destination screen will appear.



Enter the number of copies you want, the class of the printer, and an available printer from the selected class. Press < F3 > to print the report or < F6 > to cancel.



5.3.1.29 Ad Hoc Query.

"Ad Hoc Query" is a report generating utility, which allows you to custom design reports using specific information from the DAMIS database. It is designed for those occasions when the standard reports are insufficient or inappropriate, i.e., they contain either too much or too little information, or the information is not sorted to suit your needs. A query does not change the database; it just extracts data for display or print.

"Ad Hoc Query" is an easy-to-use interface that lets non-programmers access a database without having to call upon a programmer. You can specify the information you want included in a report, and "Ad Hoc Query" will generate it. A more advanced user could custom design the Structured Query Language (SQL) code generated by the program.

From the "Ad Hoc Query Main Menu", you may create, edit, view and print basic and advanced queries. The "new query" is built in this way and remains in memory until you log off the system. Once you are satisfied that the query extracts the correct data, you can save it for re-use at a later date. Saved queries are named and may be changed, deleted or printed through this module. Selection of this menu from the "Peacetime Menu" will present the following screen.

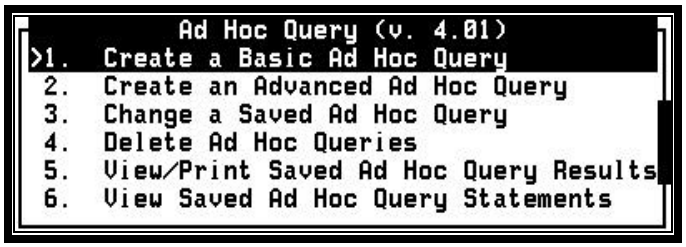


Figure 5.3-32. Ad Hoc Query

For a complete tutorial on how to use the Ad Hoc Query application, please consult Section 7 of this manual.

5.3.2 Transition to War Menu.

This sub-module has not yet been implemented.

5.3.3 Wartime Menu.

This sub-module has not yet been implemented.

5.3.4 Demobilization Menu.

This menu is designed to aid in tracking military unit information. You can access the military units by UNIT NAME. A screen will display all the unit names for the installation with an option to add a new one. This section describes the procedures to use when accessing the Demobilization option. It allows you to add, change, inquire, or delete a unit. Please note that a PERSLOC-M (Mobilization PERSLOC) ISM will be developed in the near future to support mobilization activities. To access this menu, select this option from the "Master Menu". The "Demobilization Menu" will appear.

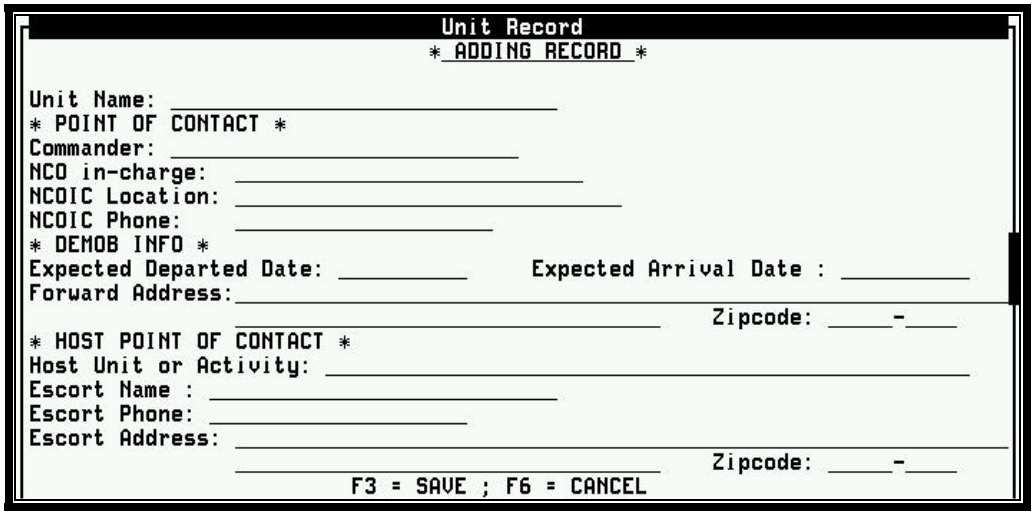
Figure 5.3-33. Demobilization Menu

5.3.4.1 Add/Change Unit.

This function allows you to add new units to the database and modify existing unit information. To add or change a unit, select this option from the "Demobilization Menu". The "Add/Change Unit" screen will appear.

Figure 5.3-34. Add/Change Unit

This screen collects the information to be added or updated for a unit. Highlight any available unit to change the unit information, or highlight "Add a Unit" to add a new unit and press < Enter >. The following "Unit Record" screen will appear with the message "ADDING RECORD" on the top line of the form.



Field	Description
Unit Name:	If you are adding a unit, enter the unit name. If you are updating a unit, you can not change the unit name.
Commander:	Enter the unit commander's title and name.
NCO in-charge:	Enter the NCO in-charge of the unit.
NCOIC Location:	Enter the NCOIC office location or address.
NCOIC Phone:	Enter the NCOIC office phone number.
Expected Departed Date:	Enter the date the unit is expected to depart your installation.
Expected Arrival Date:	Enter the date the unit is expected to arrive at your installation.
Forward Address:	Enter Address to be used to forward unit's mail.
Host Unit or Activity:	Enter the name of the Unit or activity assigned the respon-

	sibility as host.
Escort Name:	Enter the name of the individual acting as the installation escort. Ex: SFC John Doe".
Escort Phone:	Enter the Phone Number of the Escort.
Escort Address:	Enter the Unit Address of the Host escort.

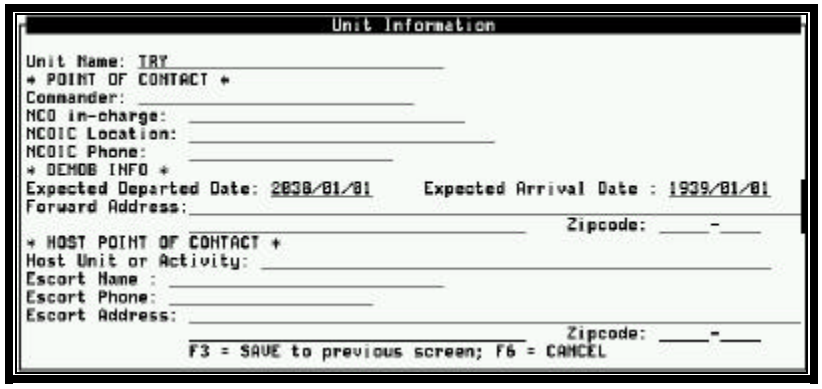
After you have entered the new unit information, press < F3 > to save the record or < F6 > to return to the "Demobilization Menu". To change a unit's information, highlight one of the units listed in "Add/Change Unit" and press < Enter >. "Unit Record", will appear with information about the unit and the message "CHANGING RECORD" at the top. Modify any information except for the unit's name. To save the changes, press < F3 >. To cancel the function, press < F6 >.

5.3.4.2 Inquire About a Unit.

This menu item allows you to locate information about a unit. When you select this function, a list of available units appears.

Figure 5.3-35. Inquire About a Unit

This screen will display all the unit names available at the installation. Highlight the unit you want to review. If no units are available for the installation, a message will appear. When you select one of the units from the above list, "Unit Information" screen will appear.



Press < F3 > to exit the screen or press < F6 > to cancel the function.

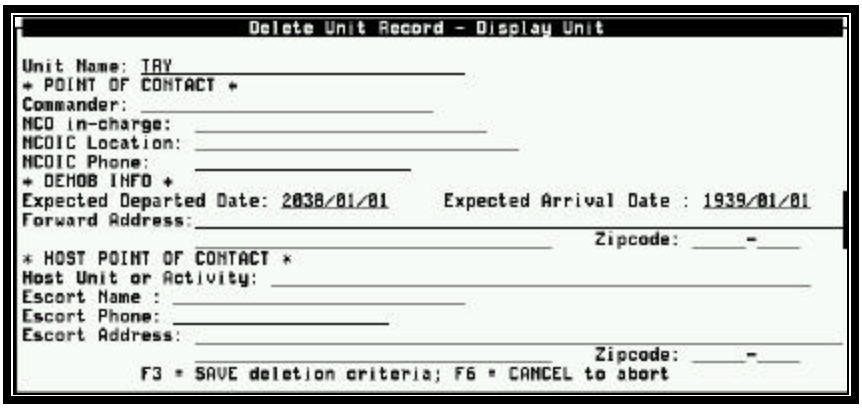
5.3.4.3 Delete a Unit.

This menu item allows you to remove a unit from the list of available units once it has left an installation. This option deletes all of the information about a unit. It does not delete individual data elements about a unit. Use "Add/Change Unit Record" and replace individual items with blanks to delete them. When you select this option from the "Demobilization Menu", a list of available units appears.

Figure 5.3-36. Delete a Unit

This screen will display all the unit names available at the installation. Highlight the unit you want to delete and press < Enter >. A "Delete Unit Record" screen will appear displaying the

information that is to be removed.



Verify that this is the unit to be deleted. If no units are currently available for the installation, a message will appear. Press < F3 > to delete or < F6 > to abort to cancel the operation. Pressing < F3 > will prompt you with the following delete confirmation screen.

Press < Enter > to delete the unit record or < F6 > to cancel the operation and return to the "Demobilization Menu".

5.3.5 Customer Assistance Menu.

This menu allows you to access the screens used for obtaining assistance by telephone, by message, for reporting a problem, and for obtaining PERSLOC ISM data. Selection of this menu from the "Master Menu" will display the following menu.

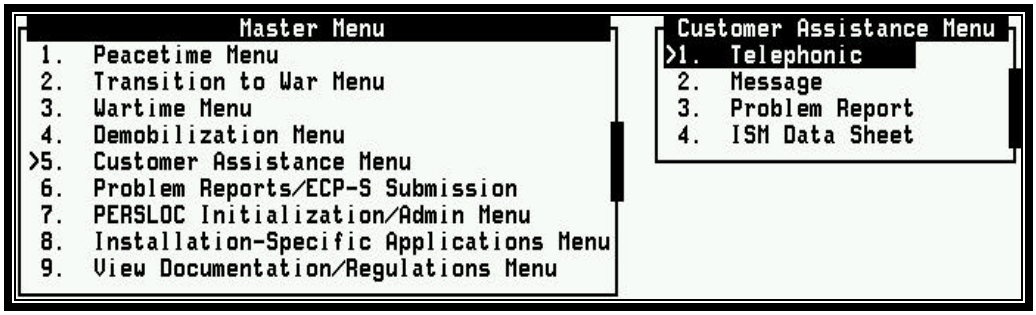


Figure 5.3-37. Customer Assistance Menu

5.3.5.1 Telephonic.

This option allows you to obtain assistance by calling the ISM Customer Assistance Office (CAO). You can contact this office 24 hours per day seven (7) days per week. When you select this option from the "Customer Assistance Menu," the following screen will appear:

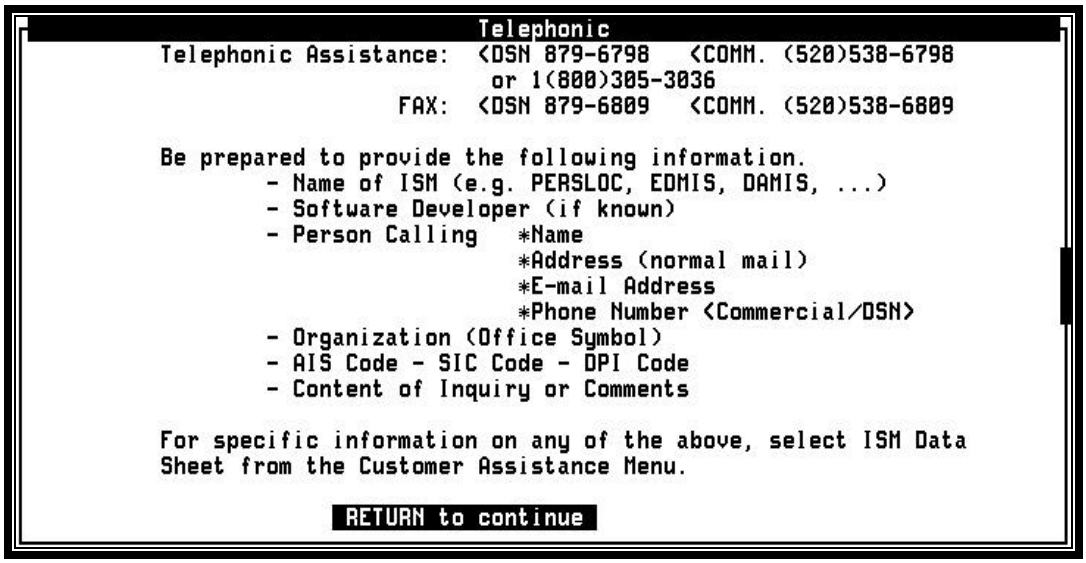


Figure 5.3-38. Telephone Support

Please have the requested information available before the user places the phone call. The information required appears on the screen above. For more specific information, select "ISM Data Sheet" menu option.

5.3.5.2 Message.

This option allows you to record conversations or notes. You can send messages created through this module to selected addresses in electronic or in hard copy form, depending on interfaces available to the installation. This menu item is reserved for future development.

5.3.5.3 Problem Report (PR).

Use this procedure to fill out an electronic version of DA Form 5005-R, ECP-S. After filling out the form, you can print it or send it via electronic mail. Once stored, you can recall, edit, reprint or retransmit an ECP-S. To get the information you need to report a problem with PERSLOC, select menu item #3 and press < Enter >. The following screen will appear.

Figure 5.3-39. Problem Report

5.3.5.4 Add/Change ECP/PR.

Refer to paragraph 5.6.1 for more details.

5.3.5.5 Delete ECP/PR.

Refer to paragraph 5.6.2 for more details.

5.3.5.6 Submit ECP/PR.

Refer to paragraph 5.6.3 for more details.

5.3.5.7 Telnet to STARS BBS.

Refer to paragraph 5.6.4 for more details.

5.3.5.8 ISM Data Sheet.

Use this procedure to display a fact sheet of information about PERSLOC. The "ISM Data Sheet" screen allows you to obtain information on the PERSLOC ISM. To obtain PERSLOC ISM data, select this option from the "Customer Assistance Menu", and press < Enter >. The "ISM Data Sheet" will appear in two screens as shown.

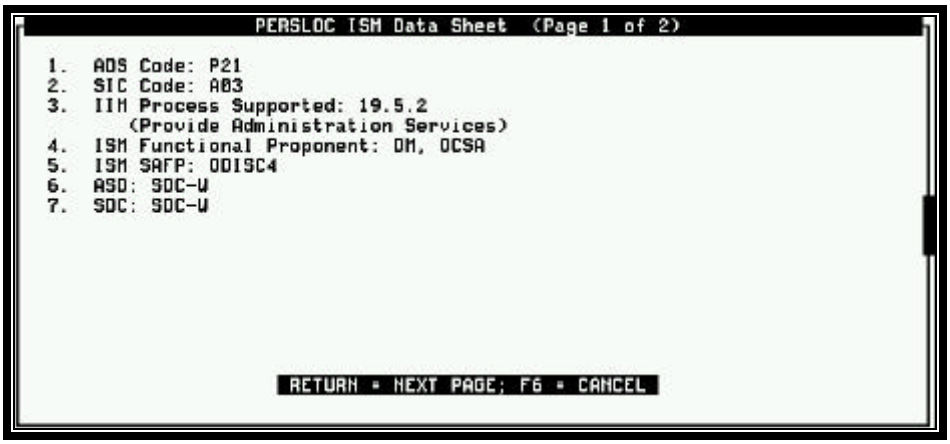
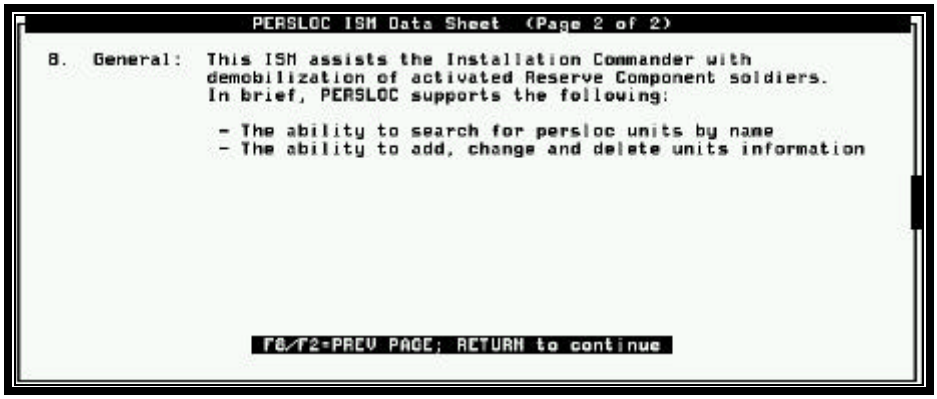


Figure 5.3-40. ISM Data Sheet

Press < F3 > to view the next page or < Enter > to resume the application.



5.3.6 Problem Reports/ECP-S Submission Menu.

Use this procedure to fill out an electronic version of DA Form 5005-R, ECP-S. After filling out the form, you can print it or send it via electronic mail. Once stored, you can recall, edit, reprint or retransmit an ECP-S. When you select this menu from the "Master Menu", the system displays the following forms for reporting the problem and generating a DA Form 5005-R (ECP-S). In this option you can add a new ECP or PR or change one that is currently on the system. If the ECP-S has already been submitted then you will not be able to change it.

Selection of this option from the "Master Menu" will display the following forms for reporting the problem and generating a DA Form 5005-R (ECP-S).

Figure 5.3-41. Problem Reports/ECP-S Submission Menu

5.3.6.1 Add/Change ECP/PR.

Selection of this option from "Add/Change/Delete ECP/PR Menu" will present the following screen.

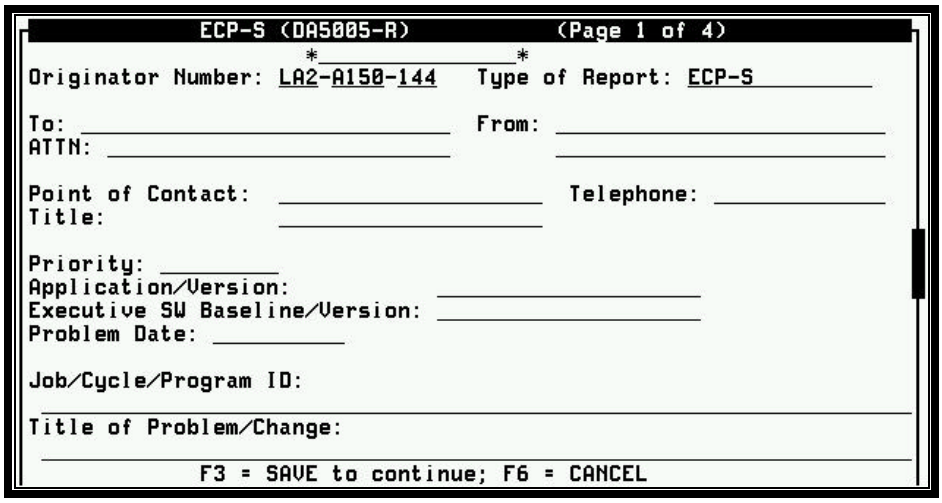


Figure 5.3-42. ECP-S - DA Form 5005-R (Page 1 of 4)

Use this form to enter the information to generate a DA Form 5005-R (ECP-S) for this ISM. You can then forward this printed form to the appropriate office for consideration.

You assign an originator number, comprising of AIS and Data Processing Installation (DPI) codes and an ECP or PR sequence number for tracking and identification of reports.

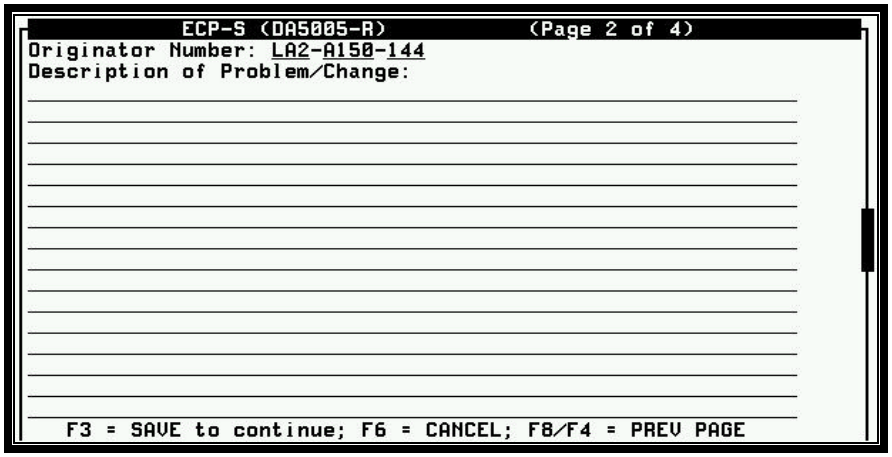
Pressing < F2 > from the **Originator Number** field will display a list of reports previously generated that you can select to modify.

Field	Description
Originator Number:	Enter 11 position number constructed as follows: Positions 1-3: AIS code. Use this three position 'code to identify the system. You can find this on the ISM data sheet from the "Customer Assistance" option on the "Master Menu". Positions 4-7: DPI code. Use this four position 'code to identify the installation submitting the DA Form 5005-R. Contact DOIM ISM Administrator for this code. Positions 8-11: Sequence Number. Use this four position all numeric code with the other two codes to uniquely identify the problem or ECP being reported on this DA Form 5005-R.
Type of Report:	Enter the type of report or press < F2 > for choices. Select either ECP-S or Problem Report. See your FA for instructions on what constitutes a PR or ECP-S.
From:	Enter the unit name, Installation Name, and name of person reporting. Enter "D" for Defense Switched Network (DSN). Commercial telephone numbers should include the area code. Example: "Fort Lewis, Ms. Sullivan, XXX- 357-6495."
To:	Enter the name of the organization where you want this ECP-S to be sent.

ATTN:	Enter the name of the person to whose attention you wish the form directed. Example: "Mr. Sam Wilson."
Point of Contact:	Enter the name of the Point of Contact (POC).
Telephone:	Enter the telephone number of the POC.
Title:	Enter the title of the POC.
Priority:	Enter the Priority of the report, or press < F2 > for choices.
Application/Version:	Enter the name of the application and the version number. Example: "PERSLOC/09.00"
Executive SW Baseline/ Version:	Enter the user's Executive Software baseline. Example: P21-9.00.
Problem Date:	Enter the date the problem was detected into the field in an accepted date format. You may enter "today" for the current date.
Job/Cycle/Program ID:	Enter the name or number of the problem job, cycle, and program. The number of characters available on both lines is 66.
Title of Problem/Change:	Enter a short description of the problem. Example: "Unit funds are incorrect." The number of characters available on both lines is 66.

Note: If you move the cursor back up to the Originator Number, you will lose all of the changes that you entered on this screen. This happens when the program attempts to find your new ECP-S item. To avoid this, do not press < Enter > on the last field of the form.

Once you enter the required data in this screen, press < F3 > to continue to the second page of the report or press < F6 > to cancel. Pressing < F3 > will display the following screen.



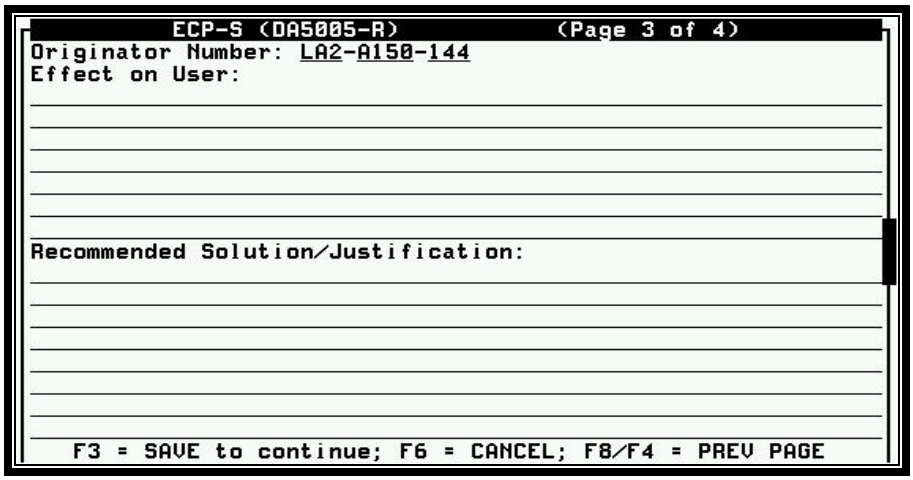
ECP-S - DA Form 5005-R (Page 2 of 4)

This is page two of the data entry screens for entering the information to generate a DA Form 5005-R (ECP-S) for this ISM.

Field	Description
Originator Number:	This field gets populated automatically with the originator number entered on the first page of the form.
Description of Problem/ Change:	Enter a brief narrative describing the problem in sufficient detail to permit ready identification and evaluation. Include a list of supporting documentation available for research by SD. Example:

"Balance for Unit Fund was correct. However, most financial statements for unit fund after year end are incorrect." The number of characters available is 960.

Once you enter the required data on the previous screen, press < F3 > to continue to the third page of the report or press < F6 > to cancel. Pressing < F3 > will display the following screen.

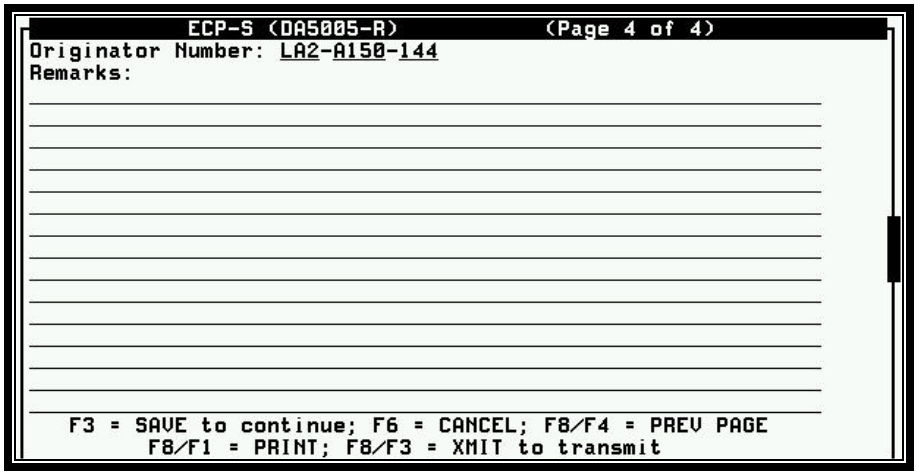


ECP-S - DA Form 5005-R (Page 3 of 4)

This is page three of the data entry screens for entering the information to generate a DA Form 5005-R (ECP-S) for this ISM.

Field	Description
Originator Number:	This field gets populated automatically with the originator number entered on the first page of the form.
Effect on User:	Enter a description of how the problem impacts on the user. Example: "Incorrect reports causing excessive expenditures of resources and lost time." The number of characters available is 420.
Recommended Solution/ Justification:	Enter a brief description of the recommended solution for problem and its justification. The number of characters available is 480.

After you complete entering information on the prior screen, press < F3 > to continue to the fourth screen of the report or press < F6 > to cancel. To return to previous page, press < F8/F4 >. Pressing < F3 > will display the following screen.



ECP-S - DA Form 5005-R (Page 4 of 4)

Field	Description
Originator Number:	This field gets populated automatically with the originator number entered on the first page of the form.
Remarks:	Enter relevant remarks concerning the problem and its solution. The number of characters available is 900.

Processing options from screen 4 are as follows:

SAVE:	When you complete the problem report, press < F3 > to save it.
CANCEL:	If you decide to cancel the problem report, press < F6 >.
PREV PAGE:	To return to the previous page, press < F8/F4 >.
TRANSMIT:	If you are ready to transmit the report, press < F8/F3 >. This will present the following warning screen before transmitting.

Press < Enter > to submit or < F6 > to cancel the transmission request.

PRINT: To produce a printed copy of the report, press < F8/F1 >.

5.3.6.2 Control Inputs.

To fill out an ECP-S, you require the originator number (a unique ECP-S identifier used to track and recall an ECP-S) and problem report date. The originator number, which is supplied to the user when filling out the ECP-S form, is composed of--

- an AIS code
- an unique site identifier
- a site sequence number

Environment variables, which are set and exported in the "strtusrISM" command file in the PERSLOC runtime directory, control the following parameters:

- Site sequence number that is generated and incremented automatically.
- AISCODE, the identifying code assigned to PERSLOC AIS
- DPI Code, a unique four-digit site identifier that is preset in PERSLOC at installation time
- ECPDIR, indicates the path where the ECP-S input and output files are stored
- ECPDB is the ISM identifier (PERSLOC).

The environment variables allow this procedure to be used with various ISM at different sites without changing the procedure itself.

5.3.6.3 Management Information.

Use the ECP-S Originator Number for tracking and later recall of the ECP-S from the STARS. The system keeps the sequence number portion of this number [as an American Standard Code for Information Interchange (ASCII) string] in a file in the ECPDIR directory that has the suffix ".count". The filename is the concatenation of the ISM AIS Code and the local DPI code. The

PERSLOC screen banner includes the software version number, requested on the DA Form 5005-R.

5.3.6.4 Input/Output Files.

Data entered into each of the four screens for the electronic DA Form 5005-R are stored in ASCII text files named after the Originator Number with a screen sequence number (1, 2, 3 or 4) appended. A directory named by the ECPDIR variable keeps these files.

5.3.6.5 Output Reports.

If a LaserPro Express printer is available and has been configured for use as a laser printer with PERSLOC (refer to Procedure 7,4,1) the print option will print a facsimile of the DA Form 5005-R, with the information entered. Otherwise, it will print an approximation to the DA Form 5005-R using ASCII characters. If you choose the electronic mail transmission option, the ASCII version is included as the text of a message with "DA Form 5005-R (ECP-S)" and the current date as the subject. The message can be directed to any addressee accessible from the PERSLOC host. The size of the output is about two pages.

5.3.6.6 Reproduced Output Reports.

You should keep copies or originals of ECP-S(s) in an ECP-S notebook until processed. Local procedure may dictate how many copies should be made for distribution and tracking.

5.3.6.7 Restart/Recovery Procedures.

There are no special restart or recovery procedures in the event of a system failure. The system stores ECP-S data in permanent files as it processes and saves each screen.

5.3.6.8 Delete ECP/PR.

This option will allow you to delete an ECP or PR that is currently on the system. Selection of this option from "Add/Change/Delete ECP/PR Menu" will present the following screen.

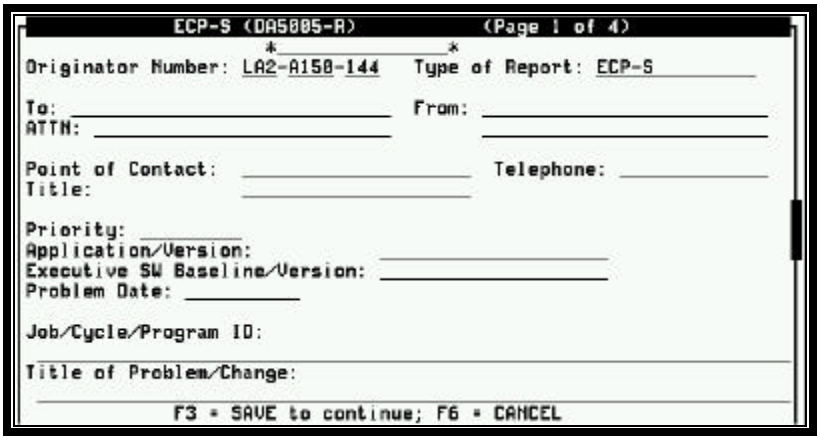
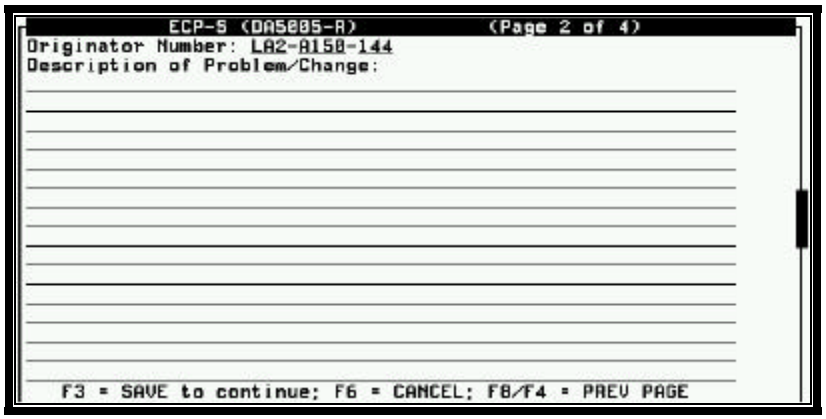


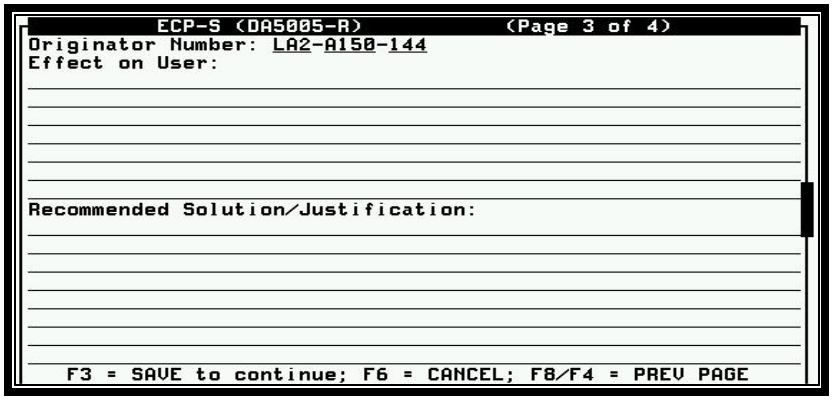
Figure 5.3-43. Delete - ECP-S - DA Form 5005-R (Page 1 of 4)

Press < F3 > to view the next page or < F6 > to cancel.



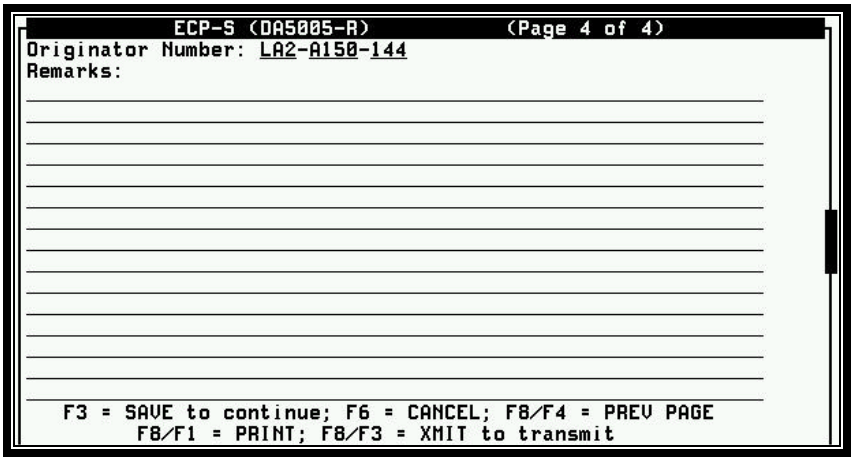
ECP-S - DA Form 5005-R (Page 2 of 4)

Press < F3 > to view the next page or < F6 > to cancel.



ECP-S - DA Form 5005-R (Page 3 of 4)

Press < F3 > to view the next page or < F6 > to cancel.



ECP-S - DA Form 5005-R (Page 4 of 4)

Pressing < F3 > will take you to the delete confirmation screen as shown.

Enter < Y > for Yes or < N > for No and press < F3 > to commit work. Pressing < F6 > will cancel the delete request.

5.3.6.9 Submit ECP/PR.

This option will allow you to submit an ECP-S to the Status Tracking and Reporting System (STARS) that has already been created through the Add/Change ECP/PR procedure. Selection of this option from "Add/Change/Delete ECP/PR Menu" will present the following screen.

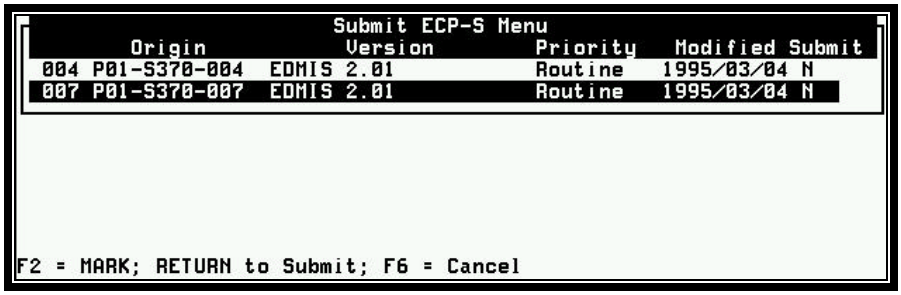


Figure 5.3-44. Submit ECP/PR

This menu contains all of the ECP-S currently on the system. If the DA Form 5005-R has already been submitted then an 'Y' will appear in the far right column. You cannot re-submit a DA Form 5005-R. To submit a DA Form 5005-R that has not yet been submitted, highlight the ECP-S and mark it by pressing < F2 >. Press < Enter > to submit or < F6 > to cancel the request. Once you submit a DA Form 5005-R, it will remain on the system for one week before you can delete it off the system. If you have marked an ECP-S that has already been submitted and pressed < Enter >, then the system will display the following error message.

Press < Enter > to continue.

5.3.6.10 Telnet to STARS BBS.

The Telnet to STARS BBS function is no longer available for use.

5.3.7 PERSLOC Initialization/Administration Menu.

Functions on this menu are for use only by authorized functional administrators and are described in detail in the PERSLOC SCOM, AISM 25-P21-A03-AIX-SCOM.

5.3.8 Installation-Specific Applications Menu.

Functions on this menu are for use only by authorized functional administrators and are described in the PERSLOC SCOM, AISM 25-P21-A03-AIX-SCOM.

This option, if allowed, gives access to the "Installation Specific Menu" defined by the PERSLOC Administrator in the PERSLOC Initialization/Administration functional area. PERSLOC Administrator controls access to this menu. Selecting option #8 from the "Master Menu" will result in the following screen.

Figure 5.3-45. Installation-Specific Applications Menu

5.3.9 View Documentation/Regulations Menu.

This menu item is reserved for future development. Selection of this option from the "Master Menu" will display the following screen.

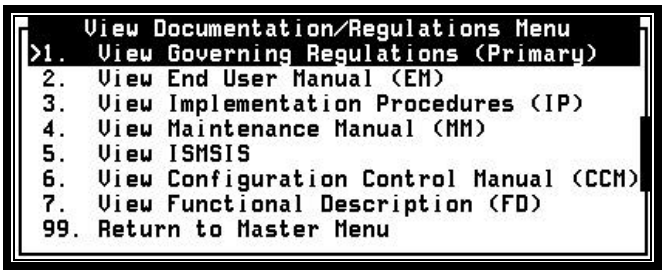


Figure 5.3-46. View Documentation/Regulations Menu

5.4 RELATED PROCESSING.

This section identifies and discusses PERSLOC related processes (i.e. batch, off-line, or background processing) that must be supported by the end user. No such processes have been identified.

5.5 DATA BACKUP.

PERSLOC, backup is performed daily by an automated process. Contact the FA for additional information about backup. Please refer to paragraph 2.3 for discussion of data backup.

5.6 RECOVERY FROM ERRORS AND MALFUNCTIONS.

Please refer to paragraph 2.3 for discussion of recovery from errors and malfunctions.

5.7 MESSAGES.

There are warning and error messages in the system. Warning messages indicate that a problem exists with the information entered. Error messages indicate that a problem has occurred while processing a transaction. The user should report major errors to the FA.

Minor processing errors, such as entering an incorrect date or SSN, result in a message being displayed. Re-enter the information correctly according to the instructions provided with the error message.

6 TERMS AND ABBREVIATIONS

ACSIM	Assistant Chief of Staff for Installation Management
ADAPCP	Alcohol and Drug Abuse Prevention and Control Program
ADD	Army Data Dictionary
AHS	Academy of Health Sciences
AIS	Automated Information System
AISM	Automated Information System Manual
ANSI	American National Standards Institute
ANSOC	Army Network and Systems Operator Center
AR	Army Regulations
ARA	Assigned Responsible Agency
ASCII	American Standard Code for Information Interchange
BBS	Bulletin Board System
CAO	Customer Assistance Office
CCM	Configuration Control Manual
CD	Clinical Director
CIVPER	Civilian Personnel
COOP	Continuity of Operations
CPO	Civilian Personnel Office
CPU	Central Processing Unit
DA	Department of the Army
DBA	Database Administrator
DBDD	Database Design Description
DCTN	Defense Commercial Telecommunications Network
DDN	Defense Data Network
DEMOB	Demobilization
DENTRAD	Dental Readiness System
DISN	Defense System Information Network
DM	Director of Management
DMC	Defense Mega Center
DOD	Department of Defense
DOIM	Director of Information Management
DPI	Data Processing Installation
DSN	Defense Switched Network
ECP-S	Engineering Change Proposal - Software
EDCO	Educational Coordinator
ESQL	Embedded Structured Query Language
ETIP	Extended Terminal Interface Prototype
FA	Functional Administrator
FACE	Framed Access Command Environment
FD	Functional Description
FOUO	For Official Use Only
FP	Functional Proponent
FTDTL	Forensic Toxicology Drug Testing Laboratory
FTS	Federal Telecommunications System
HQDA	Headquarters Department of the Army
HW	Hardware
IAW	In accordance with

IITS	Installation Information Transport System
ILIDB	Installation Level Integrated Database
IP	Information Proponent
ISEC	Information Systems Engineering Command
ISM	Installation Support Module
ISS	Information Systems Security
ITP	Installation Transition Processing
LAN	Local Area Network
MACOM	Major Command
MAIS	Major Automated Information System
MILPER	Military Personnel
MRO	Medical Review Officer
NCOIC	Non-Commissioned Officer In Charge of a Unit
NCSA	National Center for Supercomputing Applications
NIC	Network Interface Card
ODISC[4]	Office of the Director of Information Systems for Command, Control, Communication, and Computers
OCSA	Office of the Chief of Staff of the Army
OS	Operating System
OSE	Open Systems Environment
PA	Proponent Agent
PC	Personal Computer
PCS	Permanent Change of Station
PF Keys	Programmable Function Keys
PIR	Patient Intake/Screening Record
PM	Project Manager
PMO ISM	Program Management Office, Installation Support Modules
POC	Point of Contact
PPR	Patient Progress Report
PR	Problem Report
RAM	Random Access Memory
RAPR	Resource and Performance Report
RDBMS	Relational Database Management System
RTF	Residential Treatment Facility
SA	System Administrator
SAC	Service Area Code
SADB	Subject Area Database
SAFP	Subject Area Functional Proponent
SCOM	Software Center Operator Manual
SDC-W	Software Development Center - Washington DC
SIC	Systems Identification Code
SIDPERS	Standard Installation/Division Personnel System
SIP	Software Installation Plan
SOP	Standard Operating Procedures
SQL	Structured Query Language
SSN	Social Security Number
STAMIS	Standard Army Management Information System
STARS	Status Tracking and Reporting System

STRAP	Structured Requirements Analysis Planning
SUM	Software User Manual
SW	Software
TDA	Table of Distribution and Allowances
TDP	Test Designated Position
UADC	Unit Alcohol and Drug Coordinator
UIC	Unit Identification Code
UNIX	A multi-user operating system written by AT&T
UPC	Unit Processing Code
US-2	Unclassified Sensitive - Two
USADAOA	U.S. Army Drug and Alcohol Operations Agency
USAISSC	US Army Information Systems Software Center
VDT	Video Display Terminal

7 AD HOC QUERY UTILITY USER GUIDE

7.1 GENERAL INFORMATION AND START-UP

7.1.1 Introduction.

The Installation Support Modules use the ANSI-compliant version of Structured Query Language (SQL) provided with the Oracle database management system to perform queries and produce reports.

The standard queries and reports provided with OUTPROC are usually sufficient for most needs. However, they may not be sufficient for your particular needs. If that is the case, you can use the "Ad Hoc Query Utility" to create your own queries and reports.

This guide provides instructions on how to use the "Ad Hoc Query Utility". It starts with an overview and interface description. Then, a detailed explanation of features, step by step procedures, and examples follow.

7.1.2 Overview.

The "Ad Hoc Query Utility" lets you perform two types of queries: basic and advanced. You do not need to know how to use SQL to make a Basic query. You specify the data you want and how you want it to be organized. The "Ad Hoc Query Utility" generates the SQL statements for you. Or, if you prefer, you can make an advanced query using your own SQL statements.

This guide provides instructions for the "Ad Hoc Query Utility" only. It does not explain how to write SQL statements. If you want to write your own SQL statements for use in Advanced queries, look at the generated statements from examples and refer to "The Oracle Guide to SQL: Tutorial." Throughout this guide, the "Ad Hoc Query Utility" is referred to as "Ad Hoc Query."

7.1.3 Ad Hoc Query Interface.

The user interface for "Ad Hoc Query" is the same as that for ISM. Refer to Section 8, "User Interface Standards," for a detailed description of the user interface including how to make selections from menus, enter and edit data in forms, and move between fields in a form. "Ad Hoc Query" uses some special function keys, which this guide describes.

7.1.3.1 Menus.

A menu is a screen box containing two or more numbered options. To select one of the options in a menu, use the arrow keys to highlight the option desired and press < Enter >. Or, press the number of the option and then press < Enter >.

7.1.3.2 Function Keys.

In "Ad Hoc Query", you press function keys to perform certain operations. Eight labels are displayed, left to right, on the bottom of the screen. The text in these screen labels indicates what function the corresponding function keys < F1 > through < F8 > performs at any time. The function and screen label that corresponds to each function key may change during processing.

The screen labels will change accordingly, but you will always find a particular function on the same function key. Table 7-1 lists the most commonly used function keys and their screen labels.

Table 7.1. Function Keys

FUNCTION KEY	SCREEN LABEL

< F1 >	HELP
< F2 >	CHOICES (MARK)
< F3 >	SAVE
< F6 >	CANCEL
< F8 >	CHG-KEYS

< F1 > Pressing < F1 >, when the screen label is 'HELP' displays a help screen with information about the form or menu, you are currently using.

< F2 > Pressing < F2 >, when the screen label is 'CHOICES' displays a list of valid choices for the highlighted field. You can select one of the choices from the list by highlighting it and pressing < Enter >. To highlight the choice you want, use the arrow keys or type the first few letters of the desired choice until it is highlighted.

Pressing < F2 > when the screen label is MARK lets you mark several choices you want to select. To do this, first highlight the choice you want, then press < F2 > to mark it with a >. To highlight a choice, use the cursor control keys, or type the first few letters of the desired choice until it is highlighted. To unmark a choice, highlight it again then press < F2 > again. When you have marked all your choices, press < Enter > to select them.

< F3 > Pressing < F3 >, when the screen label is SAVE, saves all of the selections you have made on the current screen and displays the next screen. If you press < F3 > without having filled-in all the necessary fields, you will not be allowed to continue and a message at the bottom of the screen will indicate the problem.

< F6 > Pressing < F6 >, when the screen label is 'CANCEL' exits the current screen and returns you to the previous screen. This operation does not save any input. In most cases, pressing < F6 > will return you to the screen or menu immediately preceding the one currently shown. If the current screen happens to be the "Master Menu", then, pressing < F6 > will exit you from the application to the UNIX prompt.

< F8 > Pressing < F8 >, when the screen label is 'CHG-KEYS' toggles the assignments of the other seven function keys. When you press < F8 > new screen labels will appear for these function keys on the rectangles at the bottom of the screen indicating their new functions. To return the function keys to their original assignments, just press < F8 > again. Print and View functions are often implemented by pressing < F8 > followed by another function key. When you have to access one of these functions, an instructional line at the bottom of the screen will tell you what keys to press.
For example:
F8/F1 = PRINT
This means press < F8 >, then press < F1 >.

7.1.3.3 Field Prompts.

When the cursor is on an input field, a message will appear, on the bottom left of the screen telling you what action to take or what type of information is required.

7.1.3.4 User Input General Guidelines.

When typing text into a form, just type your input and press < Enter >. All entered text is

converted to upper case (except in a few special instances.)

If a CHOICES list is available, the word CHOICES will appear in the screen label for < F2 >. Select the choice you want and press < Enter >.

Some fields require input, while input to others is optional. If you do not fill-in a required field, or if you have incorrectly filled-in a required field, an error message will appear.

To move the cursor to the next field, press < Enter > or < Tab >. To move the cursor to the previous field, use the arrow keys or < Shift/Tab >.

When you have finished filling-in a form, press < F3 > to continue.

7.1.4 Ad Hoc Query Main Menu.

"Ad Hoc Query" may be reached from any ISM "Master Menu" by selecting the "Peacetime Menu" option. From there, you will find the "Ad Hoc Query" main menu option. Figure 7.1-1 shows the "Ad Hoc Query" main menu. The following sections explain the various options in this menu.

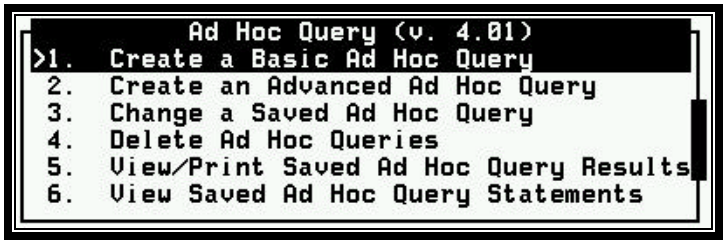


Figure 7.1-1. Ad Hoc Query Menu

7.1.5 Data Base Concepts.

A brief description of how a database table is constructed is presented here with an example to illustrate how to make selections from the database tables. Refer to the OUTPROC Data Base Specifications for complete descriptions of the 'outproc' database tables. You can then use "Ad Hoc Query" to design your specific report, armed with the knowledge of how the information is organized.

Records and fields compose a relational database table. These elements are similar to rows and columns in a table of information. Refer to Table 7.2 for a graphical representation of a simple database table.

Table 7-2. Simple Data Base Table

data base [Table]	**Field 1** [Column 1]	**Field 2** [Column 2]	**Field 3** [Column 3]	**Field 4** [Column 4]	**…** …
Record 1 [Row 1]	Atwater	14456 Vine	Los Angeles	CA	…
Record 2 [Row 2]	Benson	2345 Oak	Richmond	VA	…
Record 3 [Row 3]	Benton	29 T St. NW	Washington	DC	…

In the preceding example of a database table, Field 1's title may be Name and contain the names of people in the database. Field 2's title may be Street, and contain their street addresses. Record 1

could be titled #001, and contain all information relating to a particular person including, as in this example, Name, Street, City, and State.

In "Ad Hoc Query", you select the fields you want to print and any conditions you wish to apply to them (for example names beginning with the letter "A" or the state equal to "CA"). You can select and optionally sort those fields for all records that match the specified conditions and then display or print the results.

A query comprises a specification of what fields are to be selected, in what order and how they are to be sorted along with the conditions that apply to selecting records. With "Ad Hoc Query", queries you create can be named and saved so you can execute them and display or print the results later. You can modify a saved ad hoc query at any time.

7.2 CREATE A BASIC AD HOC QUERY

To create a "Basic Ad Hoc Query", use the procedures described in this section. Select option #1, "Create a Basic Ad Hoc Query" from the "Ad Hoc Query" main menu. The "Basic Ad Hoc Query" screen will appear.

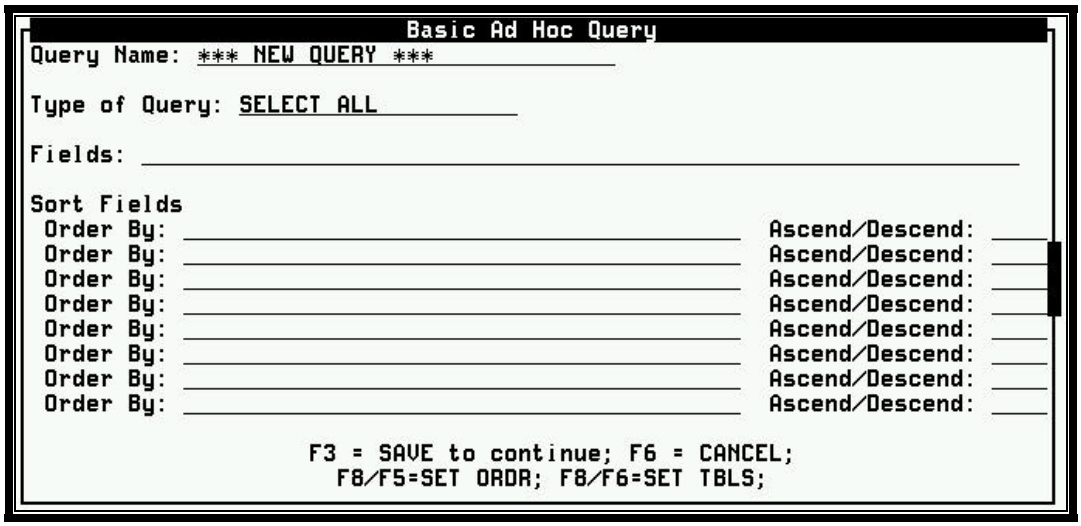


Figure 7.2-1. Basic Ad Hoc Query screen

Later paragraphs describe the function key actions listed at the bottom of the screen.

7.2.1 Fields on the Basic Ad Hoc Query Screen.

This section discusses the screen fields in the order that they appear on the screen.

Field	Description
Query Name:	The "Query Name" is the name that you will use for later reference to the query. Notice that all new queries start with the name "NEW QUERY". When you save the query, you may give it a more specific name. (Refer to paragraph 7.2.5).
Type of Query:	The "Type of Query" specifies the kind of information you wish to select from the database. Note that SELECT ALL is the default value. Press < F2 > to get a list of choices. The choices shown in Table 7-3 are available.

Table 7-3. Types of Queries

VALUE	OPERATION
SELECT ALL	Select all records and fields specified. (This is the default).
SELECT UNIQUE	Select unique records only. If multiple record types with duplicate information exist, this selects only one of each unique type. This is useful if you want to list the different kinds of values without printing every value.
SELECT COUNT	Show a count only of records found. (Includes duplicates).
SELECT UNIQUE COUNT	Show a count only of unique columns found. (Does not include duplicates).

Fields: "Fields" specifies what fields (columns) are to be selected from the overall set of database fields by the query. Press < F2 > to get a complete list of available fields and a brief description of each. Then, indicate what fields you want to select by moving the highlight bar to the desired choice and pressing < F2 > to mark each desired field for the query. Once you have marked the field choices for your query, press < Enter > to return to the "Basic Ad Hoc Query" screen. If you choose more than one field, an asterisk will appear in the "Fields" field.

Refer to paragraph 7.3.1.1 for details about more ways to mark fields. Paragraph 7.3.1.2 describes how to set the order that your selected fields appear in the query. Paragraph 7.3.1.3 explains how and when to specify the table to search for a particular selected field.

Order By: The "Order By" fields ("Sort Fields") allows you to specify how to organize (sort) the results of your query. Entering data into these fields is optional. To organize your report, position the cursor at the first "Order By" field and press < F2 > to get a list of the fields you previously selected for your query. Highlight the field you want to sort by first and press < Enter >. To do multi-level sorting, enter more sort fields on subsequent "Order By" lines.

Ascend/Descend: Each "Ascend/Descend" field corresponds to an "Order By" field and specifies the direction of the sort for the "Order By" field. The default is to sort from lowest to highest (ascending). Entering data into these fields is optional.

When you have completed making the "Basic Ad Hoc Query" screen entries, press < F3 >. This will display the Basic Ad Hoc Conditions screen.

7.2.2 Fields on the Basic Ad Hoc Conditions Screen.

This screen lets you specify selection conditions for the fields you selected for your query. Entering data into the fields in this screen is optional. Later paragraphs describe the function key actions listed at the bottom of the screen.

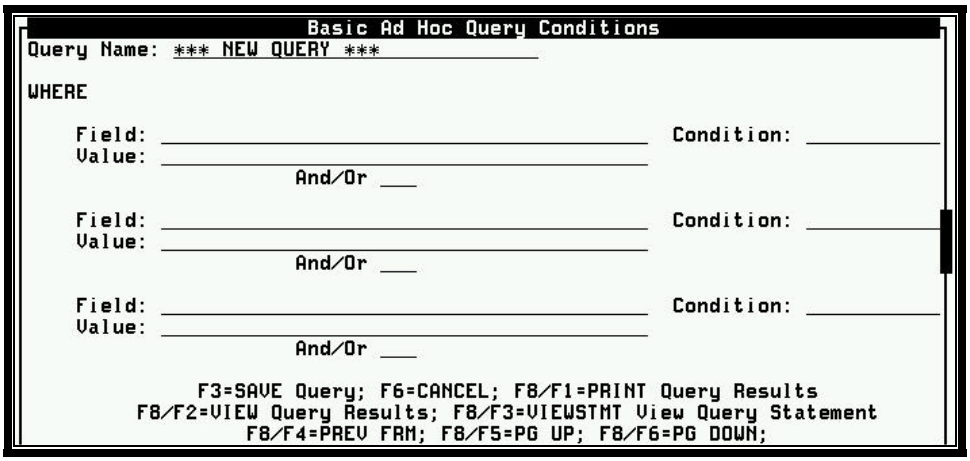


Figure 7.2-2. Basic Ad Hoc Query Conditions

Field	Description
Field:	Use the "Field" field to specify which field in your query to apply a selection condition to. Pressing < F2 > gives you a list of your previously selected fields to choose. For example, if you have selected individual name as one of the fields in your query, you may want to print only individual names beginning with the letter "S". To do this, enter the individual name field in this data entry field, then specify the condition in the "Condition" field.
Condition:	"Condition" is the type of condition (such as equal to, like greater than, less than) to apply to a selected field element. Press < F2 > to get a list of choices. The operators LIKE and NOT LIKE should be used when the field contains alphanumeric data (such as a name). The operators = and < > (equal and not equal) should be used when the field contains numeric data only. If you don't know the type of a field, assume it is numeric. **NOTE**: As on all CHOICES lists, the currently highlighted option appears with a > on the left side. This might be confusing for this particular list since the = will appear as > = when it is highlighted.
Value:	(Optional field). "Value" is the value to compare the field. This can be a full value such as a name or number, or a partial value, such as a letter. It may also be the name of another field. When comparing character values, lower case is considered greater than upper case (for this reason, the input in this field is not converted to upper case). **IMPORTANT:** "Ad Hoc Query" automatically puts quotes around the value you enter in this field, so you should never put quotes around your "Value".
And/Or:	(Optional field). Use this field only if you are specifying more than one condition. If you want **each** condition to be met, type "A" for "AND" and press < Enter >. If you want **any** condition to be met,

type "O" (for "OR") and press < Enter >.

IMPORTANT: Currently, you cannot group logical conditions using "Basic Ad Hoc Query". This means you cannot combine "AND" and "OR" conditions or specify which conditions are applied first. To do that, you must use "Advanced Ad Hoc Query" instead.

7.2.3 Using the Basic Ad Hoc Query Screen.

Figure 7.2-2 shows the "Basic Ad Hoc Query" Screen. Paragraph 7.3.1.2 describes the SET ORDR function. Paragraph 7.3.1.3 describes the SET TBLS function.

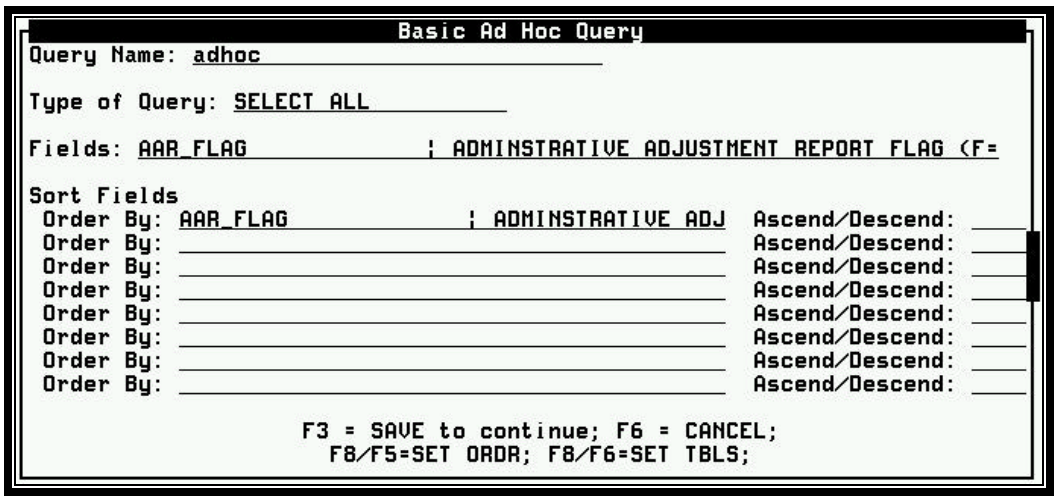


Figure 7.2-3. Basic Ad Hoc Query Screen

STEP 1. **Select option #1**, "Create a Basic Ad Hoc Query", from the "Ad Hoc Query" main menu. The "Basic Ad Hoc Query" screen will appear. Notice that all new queries start with the name "NEW QUERY". When you save the query, you give it a unique name.

To change the value of the "Type of Query" field, go to STEP 2. If the default value is what you want, go to STEP 3.

STEP 2. **Check type of query** (required field). Default is "SELECT ALL". If you want to keep this value, go to STEP 3. If you want to change it, move the cursor from the "Fields" input field and press < F2 > to list available choices. Select the desired value and press < Enter > to fill-in the field. Press < Enter > again to move to "Fields".

STEP 3. **Enter "FIELDS" input** (required field). Press < F2 > to list fields.

STEP 4. **Mark the fields** you want to select. To do this, first highlight the field you want, then press < F2 > to mark it with a >. To highlight a field, use the cursor control keys, or type the first few letters of the desired field until it is highlighted. To unmark a field, highlight it again and then press < F2 > again. Refer to Paragraph 7.3.1.1 for advanced field marking options.

STEP 5. **When done marking fields**, press < Enter > to return to the "Basic Ad Hoc Query" screen. If you marked more than one field, an asterisk will appear in the "Fields" input field. Press < Enter > again to go to the first "Order By" field in

the "Sort Fields" area.

STEP 6. **Enter "ORDER BY" input** (optional field). To list valid choices, press < F2 > to list the fields you marked in STEP 4. Highlight the field you want to sort by and press < Enter > to place it into the "Order By" field. Press < Enter > again to move the cursor to the corresponding "Ascending/Descending" field.

STEP 7. **Enter "ASCENDING/DESCENDING" input** (optional field). Type "A" for ascending alpha-numerical order, or "D" for descending alpha-numerical order, then press < Enter >. Ascending is the default value.

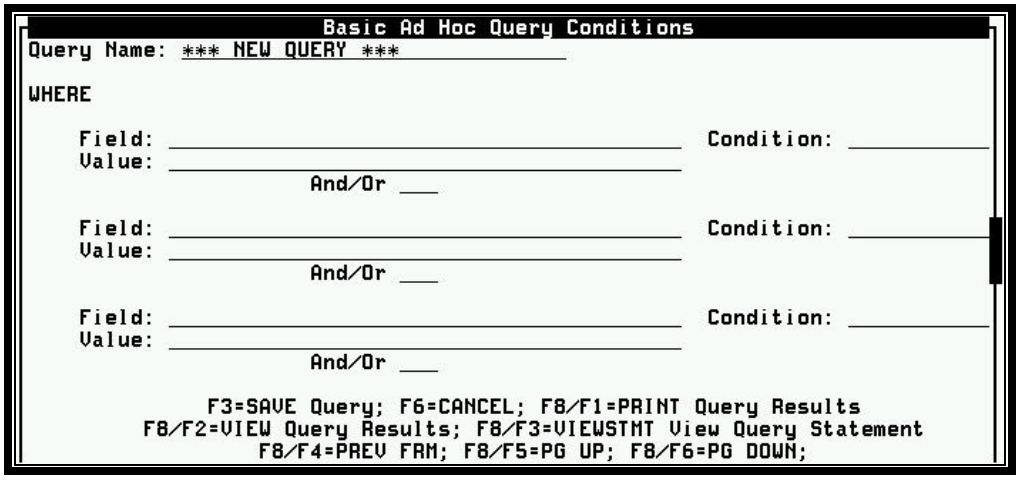
STEP 8. **Enter additional "ORDER BY" input** by repeating STEPS 6 & 7 for each one.

STEP 9. **When done**, press < F3 > to go on to the next screen (Basic Ad Hoc Conditions). Input to this screen is optional.

To skip Ad Hoc conditions, press < F3 > without entering any conditions. This will display the "Save Ad Hoc Query" Screen described in paragraph 7.2.4.

7.2.4 Using the Basic Ad Hoc Query Conditions Screen.

This screen lets you specify conditions for fields you chose for your query. It also provides access to other "Ad Hoc Query" functions as described in Section 3.



STEP 1. **Specify the field** to apply conditions to. Press < F2 > for a list of previously selected fields; highlight field and press < Enter >.

STEP 2. **Specify the condition** to apply to the field. Press < F2 > for a list of valid conditions. Highlight the desired condition and press < Enter > to accept it. Highlighted options have > next to them, don't confuse it with a condition character.

STEP 3. **Specify the value** you want to compare the field. Do not use quotes. Press < Enter > to accept it. This can be a full value, such as a name or number, or partial value, such as a letter. It may also be the name of another field. When comparing character values, lower case values are considered greater than upper case values.

STEP 4. **Specify the AND/OR condition**. Use this field only if you are specifying another condition. If you want each condition to be met, type "A" for "AND" and press < Enter >. If you want any condition to be met, type "O" for "OR" and press

< Enter > .

STEP 5. **Press** < F3 > to display the "Save Ad Hoc Query" Screen.

7.2.5 Using the Save Ad Hoc Query Screen.

This screen lets you save a query for later use, rename a query previously saved and optionally, make the query public.

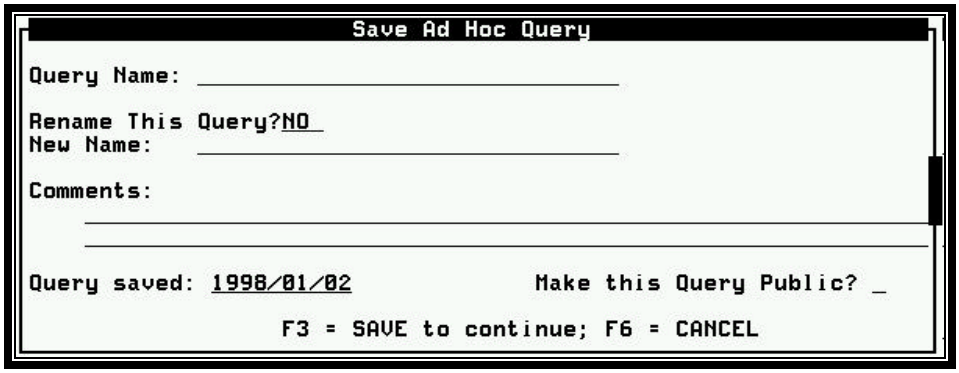


Figure 7.2-4. Save Ad Hoc Query Screen

7.2.5.1 To Enter a New Name.

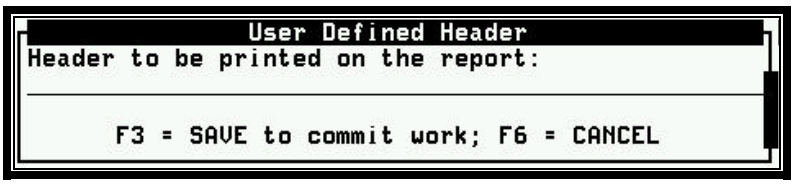
Use this procedure to save a newly created ad hoc query under a unique name.

STEP 1. **Enter name** for the query on the "Query Name" field and press < Enter > . The name you choose should be unique. The cursor will move to the "Comments" field.

STEP 2. **Enter any comments**. These comments will appear with the name later in a choices list when browsing saved queries. When done, press < F3 > .

STEP 3. **Enter** < Y > **or** < N > at the "Make this Query Public?" field. If you enter < N >, only you can run or modify the query. If you enter "Y" others will be able to use run and modify the query. You can change this later, if you choose.

STEP 4. **When done**, press < F3 > .



7.2.5.2 To Change the Saved Name of a Query.

Use this procedure to change the name of a query that you have just saved.

STEP 1. **Answer the "RENAME THIS QUERY?"** field. Default is "No". Press < Y > < Enter > . The cursor will move to the "New Name" field.

STEP 2. **Enter new name** for this query and press < Enter > . The cursor will move to the "Comments" field; add any new comments.

STEP 3. **Enter any comments**. These comments will appear alongside the query name later when browsing saved queries. When done, press < F3 > .

STEP 4. **Enter** < Y > **or** < N > at the "Make this Query Public?" field. If you enter

< N >, only you can run or modify the query. If you enter < Y > others will be able to use run and modify the query. You can change this later, if you choose.

STEP 5. **When done**, press < F3 >.

7.3 BASIC AD HOC QUERY FUNCTIONS

7.3.1 Functions Accessible from the Basic Query Screen.

While you are creating a basic query, several enhanced functions are available via function keys from the "Basic Ad Hoc Query" Screen. Paragraphs 7.3.1.1 through 7.3.1.3 describe them.

7.3.1.1 Mark Fields for a Basic Query (Advanced).

While marking fields, you can take advantage of advanced marking capabilities provided by "Ad Hoc Query". The following explains these options.

F1 MARK ALL	Mark (select) all items.
F2 MARK	Mark or unmark highlighted item.
F3 MARK UP	Mark all items from the current one to the top of the list.
F4 MARKDOWN	Mark all items from the current one to the bottom of the list.
F5 INTERVAL	Mark a range of items. To perform this option, mark the item at the top of a desired range of items (using < F2 >) and mark the item at the bottom of the desired range. Then, press < F5 > and all items in the range will be marked.
F6 PATTERN	Mark items that fit a certain pattern. A prompt asks, for a pattern to search. Input into this prompt is case sensitive. To search for a pattern, type in a letter string followed by the * character. For example, type MED* to mark all items that start with MED, or type * MED * to mark all items that contain the letter string MED.
F7 SWAP	Mark all items that are currently unmarked and unmark all items that are currently marked.

Refer to the Section 8, "ISM Standard User Interface" for more details about selecting items from lists and menus.

7.3.1.2 Set the Order of Fields in a Basic Query.

Use the following procedure when creating a "Basic Ad Hoc Query" to set the order that the selected fields appear in the results of your query.

STEP 1. **Select the Set Order option** by pressing < F8 > followed by < F5 >.

STEP 2. **Highlight the field** you want to appear first (by using the arrow keys) and press < Enter >.

STEP 3. **Highlight the field** you want to appear next and press < Enter >.

STEP 4. **Repeat Step 3** until you are satisfied with the order of the data elements.

STEP 5. Press < F8/F3 > to save and return to the "Basic Ad Hoc Query" screen.

IMPORTANT: The system will display in a random order the fields for which you do not specify the display order.

7.3.1.3 Setting the Search Tables in a Basic Query.

When the same database field is present in more than one table, "Ad Hoc Query" chooses one of

these tables as the default search table. This option is needed to set the search table in those cases when the default search table is not what you intended. This situation would arise in the following example:

You want to create a report of a soldier family member names with the family member's SSN displayed alongside each name. First, you select the fields you want to query - individual name (for name of family member) and individual family member SSN. The problem is that the individual name is present in two different tables: "individual" and "individual association." To generate a query of family member names, the query must search the individual association table but not the individual table. Since Ad Hoc Query by default searches the "individual" table, which contains the soldier's names, you must override the default for this field and set it to search the "individual association" table instead.

Use the following procedure when creating a "Basic Ad Hoc Query" to set which data base tables to search when selecting fields in your query.

STEP 1. **Press** < F8/F6 > to select the Set Tables option. A browse menu containing the fields in your query along with their current search table will appear.

STEP 2. **Highlight the field** whose search table you wish to change (using the arrow keys) and press < Enter >. A CHOICES menu consisting of the possible search tables will appear.

STEP 3. **Highlight the desired search table** (using the arrow keys) and press < Enter >. You will return to the browse menu in STEP 2.

STEP 4. **Repeat Steps 2 and 3**, until you have specified the desired search tables for your query fields.

STEP 5. **Press** < F8/F3 > to save and return to the "Basic Ad Hoc Query" screen.

7.3.2 Functions Accessible from the Conditions Screen.

After you have created a basic query, several functions are available via function keys from the "Basic Ad Hoc Query Conditions" Screen. Paragraphs 7.3.2.1 through 7.3.2.6 describe them.

7.3.2.1 Print Ad Hoc Query Results.

To print the report to a printer--

STEP 1. **Press** < F8/F1 >. A User defined header screen will appear.

STEP 2. **Enter a title** to put on the query results and press < F3 >. A message [Generating Report …] will appear followed by the Print Destination Screen.

STEP 3. Specify the number of copies you want, the printer class, and printer name. Press < F2 > for lists of valid printer classes and names.

STEP 4. **When done**, press < F3 > to print or < F6 > to return to the "Basic Ad Hoc Query" screen.

7.3.2.2 View Ad Hoc Query Results.

To display the results of your query--

STEP 1. **Press** < F8/F2 >. As your query is being performed and the results compiled, a [Generating Report …] message will appear.

STEP 2. **Move to the next page** of the report, once it appears, by pressing < Enter >.

IMPORTANT: Report-viewing is done via a file-browsing utility that lets you do things like search for patterns and move backward and forward through the report. If

you are comfortable moving through files, use the browse commands. Press < h/Enter > to display a list of these commands.

STEP 3. **Press** < q/Enter > to exit the display and return to the previous screen.

7.3.2.3 View Ad Hoc Query Statements.

To view the SQL statements of the current "Ad Hoc Query", press < F8/F3 >. This lets you see the SQL statements that are generated by "Basic Ad Hoc Query". You can use this information to learn how SQL is used and can copy SQL code for use with "Advanced Ad Hoc Query".

7.3.2.4 Return to Basic Ad Hoc Query Screen.

To return to the "Basic Ad Hoc Query" Screen, press < F8/F4 >. You can then make further modifications to the query.

7.3.2.5 Scroll Query Conditions Up.

To scroll the current display of query conditions up toward the beginning, press < F8/F5 >.

7.3.2.6 Scroll Query Conditions Down.

To scroll the current display of query conditions down toward the end, press < F8/F6 >.

7.4 OTHER AD HOC QUERY OPTIONS

You can access the functions described in this section from the "Ad Hoc Query" main menu. To create a "Basic Ad Hoc Query", refer to Section 7.3.

7.4.1 Create an Advanced Ad Hoc Query.

To use "Advanced Ad Hoc Query", press < 2 > < Enter >. The "Advanced Ad Hoc Query" screen will appear.

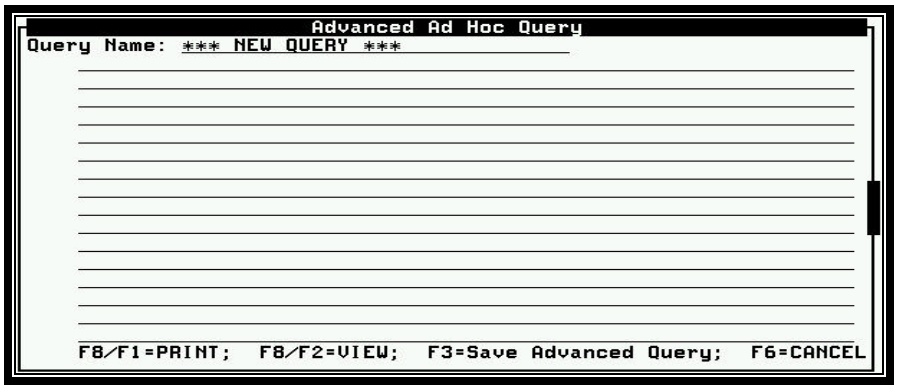


Figure 7.4-1. Advanced Ad Hoc Query

This screen functions similarly to the "Basic Ad Hoc Query" Screen. No help is available and you must write your own SQL statements.

To print your advanced query, press < F8/F1 >.
To view your advanced query, press < F8/F2 >.
To scroll up your advanced query, press < F8/F6 >.
To scroll down your advanced query, press < F8/F5 >.

7.4.2 Change a Saved Ad Hoc Query.

To change a query you have already saved, press < 3/Enter >. A list of all saved queries will appear on-screen.

Highlight the query you want to edit and press < Enter >. The appropriate "Ad Hoc Query" Screen (Basic or Advanced) appears with the query already filled in. Make any changes you wish.

7.4.3 Delete Ad Hoc Queries.

Use this procedure to delete a saved query.

STEP 1. **List saved queries** by pressing < 4/Enter >. A list of all saved queries will appear on-screen.

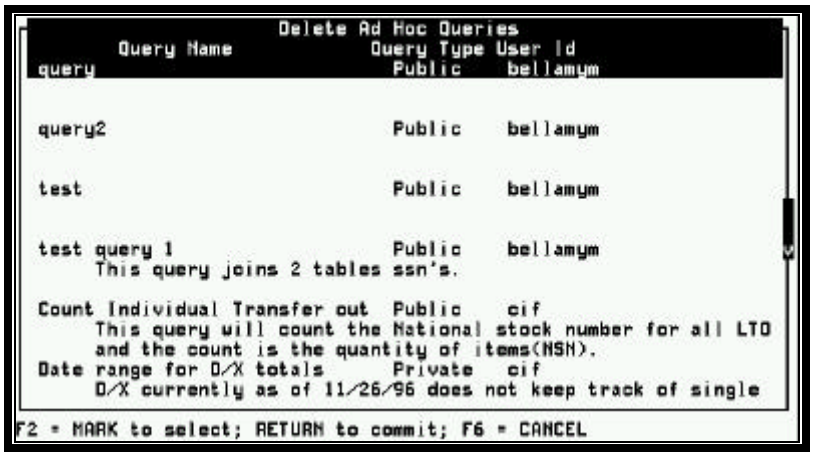


Figure 7.4-2. Delete Ad Hoc Queries

STEP 2. **Mark the queries** you want to delete.

STEP 3. **Press** < Enter >. A screen will appear asking if you are sure you want to delete the marked item(s).

STEP 4. **Press** < Y > in response to the prompt and press < F3 >. The marked item(s) will be deleted.

7.4.4 View/Print Saved Ad Hoc Query Results.

Use this procedure to view or print a query you have already saved.

STEP 1. **Display** the View/Print Saved Ad Hoc Query Results screen by pressing < 5/Enter >.

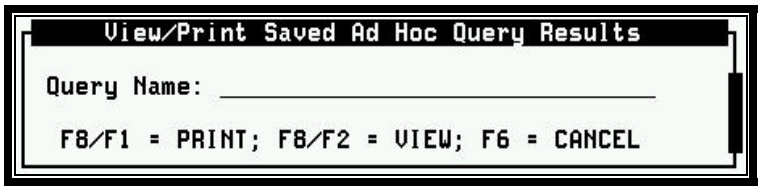


Figure 7.4-3. View/Print Saved Ad Hoc Query Results

STEP 2. **Enter the name** of the saved query you want to view, or print, or press < F2 > for a list; highlight the one you want to run, and press < Enter >. This will insert the name into the "Query Name" field.

STEP 3. **To view the query**, press < F8/F2 >. Refer to paragraph 7.3.2.2 for information about viewing a query.

STEP 4. **To print the query**, press < F8/F1 >. Refer to paragraph 7.3.2.1 for information about printing a query.

7.4.5 View Saved Ad Hoc Query Statements.

Use this procedure to view the SQL statements of a saved "Ad Hoc Query". This option lets you see the SQL statements that result from automatic generation of your saved SQL query. You can use this information to learn how SQL is used and to copy SQL code for use with "Advanced Ad Hoc Query".

STEP 1. **List saved queries** by pressing < 6/Enter >. A box listing the saved ad hoc queries will appear.

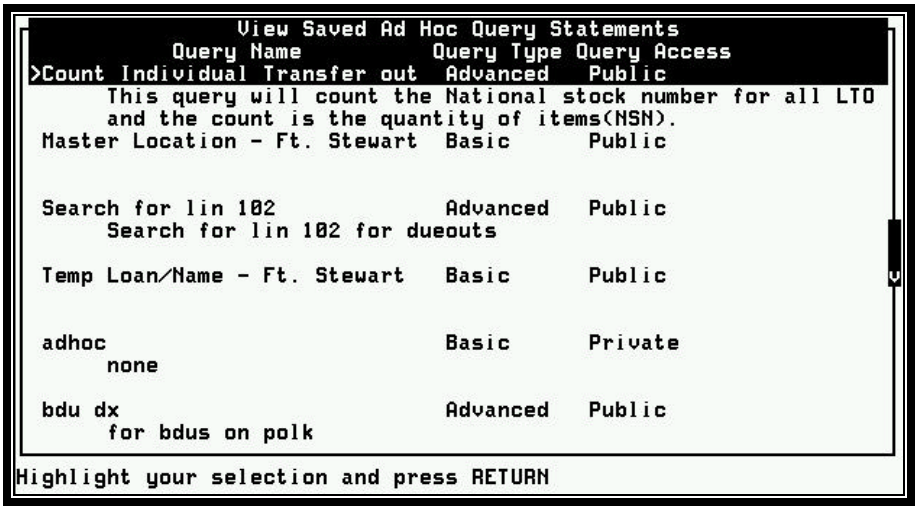


Figure 7.4-4. View Saved Ad Hoc Query Statements

STEP 2. **Highlight the query** name you want to view and press < Enter >. The SQL statements will appear on-screen.

STEP 3. **When done viewing**, type < q/Enter > to return to the "Ad Hoc Query" menu.

7.5 AD HOC QUERY SAMPLES

This section demonstrates how to make some sample reports using "Basic Ad Hoc Query". This is not intended to be an extensive tutorial. You are urged to substitute any fields you want for the ones shown in the examples. In so doing, you will find how easy it is to create ad hoc queries. Remember that the database is not altered in any way when you create or run an ad hoc query.

7.5.1 Creating and Manipulating Simple Reports.

7.5.1.1 Create a Simple Report.

Use the following procedure to create a simple report that contains three columns of data, sorted by the data in the first column.

STEP 1. **Select option #1**, "Create a Basic Ad Hoc Query", from the "Ad Hoc Query" main menu. The "Basic Ad Hoc Query" screen will appear.

STEP 2. **Enter "FIELDS" input** (required field). Press < F2 > to list fields.

STEP 3. **Mark the fields** shown below. To do this, first highlight the field, then press < F2 > to mark it.

BIRTH_DT IND_SSN RANK

If one of the fields shown above is not in your field list, mark some other similar field.

STEP 4. **When done marking fields**, press < Enter > to return to the "Basic Ad Hoc Query" screen. An asterisk will appear in the "Fields" input field. Press < Enter > again to go to the first "Order By" field in the Sort Fields area.

STEP 5. **Enter "ORDER BY" input**. Enter the BIRTH_DT field here. Press < Enter > again to move the cursor to the "Ascending/Descending" field.

STEP 6. **Enter "ASCENDING/DESCENDING" input**. Type "A" for ascending order, then press < Enter >.

STEP 7. **When done**, press < F8/F2 > to generate a report for screen viewing.

RESULTS: Notice that the dates are in ascending order, as you specified.

NOTES:

1. The columns are output in apparently random order because you did not use the SET ORDR option (paragraph 7.3.1.2) to set the order of the fields in the output columns.

2. If information was not displayed in your report, it is probably because no data existed that matched your query. Recheck your query carefully if you think this is an error.

STEP 8. **When finished reviewing** the report, press < F3 > to go to the "Save Ad Hoc Query" Screen. Then save it, as described in paragraph B.2.5 and return to the "Ad Hoc Query Conditions" screen.

7.5.1.2 Select a Range of Values for Dates.

Use the following procedure to select a range of values for the report you created in paragraph 7.5.1.1. This example will list only those with dates between 1 January 1960 and 1 January 1963.

STEP 1. **Enter "FIELD" data**. Type "BIRTH_DT" < Enter >. (Or, press < F2 > to list the fields and select BIRTH_DT.)

STEP 2. **Enter condition**. Type "> " and press < Enter >. Or, press < F2 > for a list of operators, move the highlight to "> greater than", and press < Enter >.

STEP 3. **Enter "VALUE" data**. To list the dates after 1 January 1960, type 19600101 and press < Enter >.

STEP 4. **Enter AND/OR data**. Press < a > < Enter > to populate this field with "AND."

STEP 5. **Enter "FIELD" data**. Enter "BIRTH_DT" as you did in STEP 3.

STEP 6. **Enter condition**. Type "<" and press < Enter >.

STEP 7. **Enter "VALUE" data**. To list the dates before 1 January 1963, type 19630101 and press < Enter >.

STEP 8. **Press < F8 > < F2 > to generate your report for viewing on-screen.**

RESULTS. When the report appears, notice that the first column of data contains the "BIRTH_DT" values.

Unlike the previous report, which showed every value, the dates shown range between the dates that you entered. This is because you placed conditions on the query using the "Basic Ad Hoc Query" Conditions screen.

7.5.1.3 Select a Range of Values for Names.

The procedure given in paragraph B.5.1.2 shows how to place conditions on the output so you can control more precisely, what information is reported. Here are two other examples that use conditions to specify various ranges of values.

7.5.1.4 Search for Names by First Letter.

This procedure is based on the sample report shown in paragraph 7.5.1.2. This sample lists all values in the **LASTNAME** field that begin with the letter S.

STEP 1. **Enter "FIELDS" data** in the "Basic Ad Hoc Query" screen. Use "**LASTNAME**" as the "Fields" input. (To unmark any marked field, highlight it and press < F2 >).

STEP 2. **Enter "ORDER BY" value**. Place "LASTNAME" into the first "Order By" input field, and press < Enter >. Choose "Ascending".

STEP 3. **Press** < F3 > to display the Basic Ad Hoc Conditions screen.

STEP 4. **Enter values**. In "Field 1" enter "LASTNAME". In the "Condition" field, enter "LIKE". In the "Value" field, enter "S%". The "%" is a special "wildcard" character that matches any number of characters.

STEP 5. **Press** < F8/F2 > to generate and display the report.

7.5.1.5 Search for Names with Alternate Spellings.

This query searches for all LASTNAME values that are spelled a certain way ("Anderson" or "Andersen", in this case).

STEP 1. **Enter "FIELDS" data** in the "Basic Ad Hoc Query" screen. Use "LASTNAME" as the "Fields" input. (To unmark any marked field, highlight it and press < F2 >).

STEP 2. **Enter "ORDER BY" value**. Place "LASTNAME" into the first "Order By" input field, and press < Enter >. Choose "Ascending".

STEP 3. **Press** < F3 > to display the Basic Ad Hoc Conditions screen.

STEP 4. **Enter values**. In "Field 1" enter "LASTNAME". In the "Condition" field, enter "LIKE". In the "Value" field, enter "ANDERS_N". The "_" is special wildcard character that matches any one character.

STEP 5. **Press** < F8/F2 > to generate and display the report.

8 ISM USER INTERFACE STANDARDS

The ISM applications have been designed and written to be consistent in the way in which they are accessed and used. The method of use or 'interface' with the ISM was designed using the Extended Terminal Interface Prototype (ETIP). This development tool has made the use of the applications standard throughout each ISM. A standard interface provides the user with consistency, on-line help, menus, function keys, and prompts to assist the user at each step throughout the application. The interface standard is easy to use if learned once for an application, the learning process for additional applications will be minimal.

8.1 SCREEN LABELED FUNCTION KEYS (SLK)

Notice the indication of eight (8) keys at the bottom of the terminal screen. These eight (8) keys, the Screen Labeled Function Keys (SLK), correspond to the F1 through F8 function keys on the keyboard. They will always appear at the bottom of the screen as long as the terminal being used supports function key labeling. (If the terminal being used does not support function key labeling, then the space at the bottom of the display will be used.) In place of the actual key label, the system will show a word(s) to indicate the current options available and what action you will take when you press that key.

There are two sets of SLK. The first set contains the functions used most commonly while in an ISM application.

Figure 8.1-1. Screen Labeled Function Keys (I)

This is the set of SLK displayed when first entering an ISM. The functions available via these SLK are:

F1 HELP	display HELP
F2 PREVPAGE	display previous page of current text
F3 NEXTPAGE	display next page of current text
F6 CANCEL	Cancel the operation and return to previous screen
F7 CMD-MENU	not active in ISM applications
F8 CHG-KEYS	switch to second set of SLK

All SLK options always occur on the same key. For example, CANCEL will always appear on the F6 key. Other commands that may appear on the first set of SLK include:

F1 PRINT	Print the requested report
F2 VIEW	View the requested report
F2 CHOICES	Access a selection list of possible choices. Use this for selecting and inserting a value into a field when filling out a form.
F3 SAVE	Proceed with operation. The exact meaning of this option is always spelled out on the screen. In general, this is used to indicate that the pending operation is to be performed or in case of forms that the data entered should be processed.

Pressing the SLK labeled CHG-KEYS will display a second set of SLK. Pressing CHG-KEYS repeatedly will toggle between the first and second set of SLK.

Figure 8.1-2. Screen Labeled Function Keys (II)

The functions available via these SLK are:

F7 FRM-MGMT Access the Frame Management Menu
F8 CHG-KEYS Toggle between first and second set of SLK

Other commands that may appear on the second set of SLK include:

F1 PRINT Print the requested report
F2 VIEW View the requested report
F3 XMIT Transmit the requested report

The Frame Management Menu is accessible at all times and provides the following options:

Table 8-1. Frame Management Menu Options

OPTION	DESCRIPTION
list	List the open frames. Displays a list by name of all the frames currently displayed on the screen. If a frame is selected from this list, the selected frame becomes the active frame.
move	Move the active frame. Allows you to relocate the active frame to another position on the display. This adjustment of position is temporary and only effects the current frame.
reshape	Reshape the active frame. This allows you to change the length or width of the current frame within certain limits. This adjustment of shape is temporary and only effects the current frame.
refresh	Refresh the display. This option is useful when the display becomes garbled for any reason.
Color Attributes	Set Color Attributes. This option displays a form that allows you to select and set your color preferences for various aspects of the display. These settings are permanent but can be changed at a later time.

The SLK will help you make selections, process form entries, and access additional information needed to complete forms for processing.

8.2 HELP

Help is always available by pressing the SLK labeled HELP. HELP consists of one or more full screen text boxes that contain background, explanatory and "how to" information. The Help text displayed when you press the Help SLK will depend on where you are in the application that you are using. For example:

The HELP' displayed, while you are at the starting point, i.e., the "Master Menu", will contain general information about the ISM and specific information about the menu selection that you have highlighted at the time you have pressed the HELP SLK.

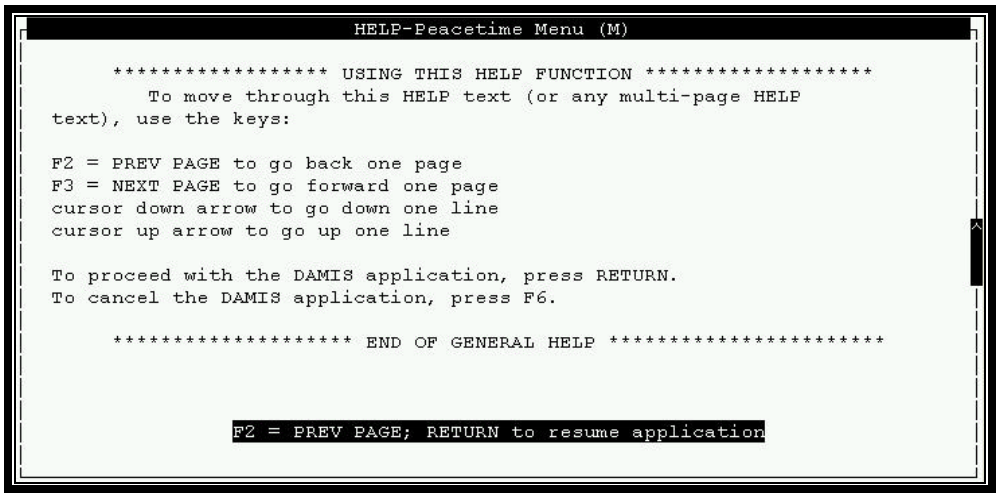


Figure 8.2-1. HELP Screen

The HELP displayed while a form is on the screen will contain an explanation of the overall form and often will show detailed instructions regarding each field in the form. Each HELP 'screen will have additional instructions at the bottom of each screen indicating any further actions that can be taken while using HELP. You can see the examples of this in accessing the HELP when the initial ISM "Welcome to" screen appears upon logging on to your system.

Notice the highlighted instructions and the corresponding SLK for moving around in the HELP text. The shaded scrollbar on the right hand border of the screen will indicate with small vertical arrows if there is text before or after the current page.

Please note that you can accomplish the access to the ISM applications through different methods. These instructions are based on the use of the AT&T 605 terminal. If you are using another type of terminal or terminal emulation software to access the ISM applications, you may not be able to use the SLK as mentioned. In such cases, you may have to use Alternative Keystrokes. This table should help, if not, see your System Administrator.

Table 8.2. Alternate Keystrokes

Keys	Alternative Keystrokes	Function
F1 through F8	Control-F 1 through Control-F 8	Screen Labeled Keys
Beg	Control-B	Display the first page
End	Control-E	Display the last page
Down Arrow or Scroll Down	Control-D or Control-F D	Scroll the display down by one quarter of a page
Up Arrow or Scroll Up	Control-U or Control-F U	Scroll the display up by one quarter of a page
Page Up	Control-V	Scroll up a page
Page Down	Control-W	Scroll down a page

8.3 MENUS

Menus are another feature of the standard user interface. Menus are shown and choices are made from these menus to move around in the application. Menu selections do not have to be accessed

in the order that they appear. There are several ways to move through a menu and each menu that appears will have simple instructions to follow that will appear at the bottom of the screen.

One way to move through a menu is to use the UP and DOWN ARROW keys. Using these keys you can move the highlighted bar up and down the menu. Pressing the DOWN ARROW while at the last selection in the menu will result in the highlight bar moving to the first menu selection. The reverse is true for using the UP ARROW while the highlight bar is at the first choice.

Additionally, you can access the menu items by typing in the key corresponding to the first character (usually a number) in the line that contains the choice. For example, when a menu appears on the screen, the highlight bar usually appears at the first choice. If you want to select the eighth (8th) item in the menu, press the 8 key on the keyboard. The highlight bar will move directly to that item. If you move the highlight bar in this manner, and decide not to make that particular selection, you must use the UP and DOWN ARROW keys to move the highlight bar further.

Another type of menu that the ISM applications will have, is the CHOICE menu. These choices are not always numbered and they often contain text on each line. When these menus are displayed, the first character access method can be used with the added feature of being able to continue typing in characters until a specific match has been found. The terminal will beep if there are no other matches to the character sequence that has been entered.

You can access menus by additional methods, depending upon the type of menu that appears. You may use the Alternative Keystrokes.

Table 8-3. Alternative Keystrokes for Menus

Keys	Alternative Keystrokes	Function
Next	Control-N	Move the next item
Prev	Control-P	Move to the previous item
Down Arrow	Control-D	Move down
Up Arrow	Control-U	Move Up
Beg or Home	Control-F B or Control B	Move to the first item
End or Home Down	Control-F E or Control E	Move to the last item

8.4 FORMS

Forms are another feature of the standard user interface. Forms are displayed and data entered into and displayed from the application using the various field of the form. A form may consist of a single screen or may consist of a number of screens. The data entered into the fields in a form does not update the application until you press the < F3 SAVE > key at the completion of the form. Then the system updates all the fields at once. The fields in a form do not have to be accessed in order. There are several ways to move between the fields in a form and each form that appears will have simple instructions to follow that will appear at the bottom of the screen. You may use the Alternative Keystrokes.

Table 8-4. Alternative Keystrokes for Selecting Fields

Keys	Alternative Keystrokes	Function

Table 8-4. Alternative Keystrokes for Selecting Fields		
Keys	**Alternative Keystrokes**	**Function**
NEXT or TAB	Control-N or Control-I	Move to the next field
PREV or SHIFT-TAB	Control-P or Control-T	Move to the previous field
BEG	Control-B	Move to the first field
END	Control-E	Move to the last field
Down Arrow	Control-D	Move down to the next field
Up Arrow	Control-U	Move up to the previous field

You may be able to edit the data entered into the field. The application edits some fields automatically. For example, the system may convert the data to upper case after you have entered in lower case. The system checks the date and numeric format fields for their validity.

If a list of valid choices to enter in to a field is available, pressing the SLK labeled CHOICES will cause a sub-menu to appear. Highlighting the desired entry and pressing < Enter > will cause the selected entry to be entered into the field. You may edit a data within a field using Alternative Keystrokes.

Table 8-5. Alternative Keystrokes for Editing Fields		
Keys	**Alternative Keystrokes**	**Function**
Left Arrow	Control-L	Move left within the current field
Right Arrow	Control-R	move right within the current field
SHIFT-Left Arrow	Control-F P	Move to the previous word in the current field
SHIFT-Right Arrow	Control-F N	Move to the next word in the current field
HOME	Control-F B	Move to the beginning of the current field
HOME DOWN	Control-F E	Move to the end of the current field
Del or Del Char	Control-X	Delete character at cursor
Del Line	Control-K	Delete line at cursor
SHIFT-Del	Control-F W	Delete word at the cursor
Clear EOL	Control-F Y	Clear to the end of line
Back Space	Control-H	Delete the character before the cursor
Clear or SHIFT-Clear Line	Control-Y	Clear the entire field
Opts	Control-F O	Display choices menu
ESC	Control-[	Toggle between insert and overwrite modes

8.5 PROMPTS:

Many screens and forms throughout the ISM application will contain brief messages to the user. These messages, displayed at the bottom of the screen, are **prompts** indicating what is expected in the way of keyboard action. Most commonly, when a menu appears, you will see:

Highlight your selection and press RETURN

You are to make a choice by moving the highlight bar to a menu item and select it by pressing the < Enter > key.

When a form appears, a prompt will appear at the bottom of the screen indicating what kind of information you are to enter in respective to the field where the blinking cursor appears.

8.6 DATES

Date fields have the format YYYY/MM/DD. You do not require the '/' separator and you may omit the leading century. If you enter the '/' separator, you may omit leading zeros. For example, to enter the date of July fourth 1992, you may type 1992/07/04, 19920704, 920704, 92/07/04, or 92/7/4. In each case the date will appear in the standard format. You may use any non numeric character instead of '/' as a separator when entering dates. For example, when using the numeric keypad to enter dates, you can use the "dot" (".") character instead of '/'. The entry "today" in any date field will populate that field with the current date.

9 CHOICES – CODE LISTS.

Telephone Type Code

C	Commander Duty Telephone Number
I	Installation Telephone Number
M	Medical Facility Telephone Number
R	Reporting Station Telephone Number
T	Training Center Telephone Number
U	Unit Commercial Telephone Number

Mailing Address

1	Unit Address
2	New Address
3	Off Post Address

Permission Granted

No	= Deny Permission
Yes	= Grant Permission

Printer Class Options

LASER PRINTER
DRAFT-80 COL
DRAFT-132 COL/COND
LABEL PRINTER
SLAVE PRINTER

Rank

GEN	O10	GENERAL
LTG	O9	LIEUTENANT GENERAL
MG	O8	MAJOR GENERAL
BG	O7	BRIGADIER GENERAL
COL	O6	COLONEL
LTC	O5	LIEUTENANT COLONEL
MAJ	O4	MAJOR
CPT	O3	CAPTAIN
1LT	O2	FIRST LIEUTENANT
2LT	O1	SECOND LIEUTENANT
CW5	W5	Chief Warrant Officer (A)
CW4	W4	CHIEF WARRANT OFFICER W4
CW3	W3	CHIEF WARRANT OFFICER W3
CW2	W2	CHIEF WARRANT OFFICER W2
WO1	W1	WARRANT OFFICER W1
SMA	E9	SERGEANT MAJOR OF THE ARMY
CSM	E9	COMMAND SERGEANT MAJOR
SGM	E9	SERGEANT MAJOR
MSG	E8	MASTER SERGEANT
1SG	E8	FIRST SERGEANT
SFC	E7	SERGEANT FIRST CLASS
SSG	E6	STAFF SERGEANT
SGT	E5	SERGEANT
CPL	E4	CORPORAL
SPC	E4	SPECIALIST 4

PFC	E3	PRIVATE FIRST CLASS
PV2	E2	PRIVATE E2
PV1	E1	PRIVATE E1

Rank Code - Military (All)

GEN	O0	General (A, AF)
Gen	O10	General (MC)
ADM	O10	Admiral (N & CG)
LTG	O9	Lieutenant General (A)
LtGen	O9	Lieutenant General (AF, MC)
VADM	O9	Vice Admiral (N & CG)
MG	O8	Major General (A)
MajGen	O8	Major General (AF, MC)
RADM	O8	Rear Admiral (N & CG)
BG	O7	Brigadier General (A)
BGen	O7	Brigadier General (AF)
BrigGen	O7	Brigadier General (MC)
CADM	O7	Commodore (N & CG)
COL	O6	Colonel (A)
Col	O6	Colonel (AF, MC)
CAPT	O6	Captain (N & CG)
LTC	O5	Lieutenant Colonel (A)
LtCol	O5	Lieutenant Colonel (AF, MC)
CDR	O5	Commander (N & CG)
MAJ	O4	Major (A)
Maj	O4	Major (AF, MC)
LCDR	O4	Lieutenant Commander (N & CG)
CPT	O3	Captain (A)
Capt	O3	Captain (AF, MC)
LT	O3	Lieutenant (N & CG)
1LT	O2	First Lieutenant (A)
1stLT	O2	First Lieutenant (AF, MC)
LTJG	O2	Lieutenant Junior Grade (N & CG)
2LT	O1	Second Lieutenant (A)
2ndLt	O1	Second Lieutenant (AF)
2dLt	O1	Second Lieutenant (MC)
ENS	O1	Ensign (N & CG)
CW5	W5	Chief Warrant Officer (A)
CWO-5	W5	Chief Warrant Officer (AF, N & CG)
CWO5	W5	Chief Warrant Officer (MC)
CW4	W4	Chief Warrant Officer (A)
CWO-4	W4	Chief Warrant Officer (AF, N & CG)
CWO4	W4	Chief Warrant Officer (MC)
CW3	W3	Chief Warrant Officer (A)
CWO-3	W3	Chief Warrant Officer (AF, N & CG)
CWO3	W3	Chief Warrant Officer (MC)
CW2	W2	CHIEF WARRANT OFFICER (A)
CWO-2	W2	Chief Warrant Officer (AF, N & CG)
CWO2	W2	Chief Warrant Officer (MC)
WO1	W1	Warrant Officer (A)
WO	W1	Warrant Officer (AF, MC)
WO-1	W1	Warrant Officer (N & CG)
CSM	E9	Command Sergeant Major (A)
SGM	E9	Sergeant Major (A)
CSMgt	E9	Chief Master Sergeant (AF)

SgtMaj	E9	Sergeant Major (MC)
MGySgt	E9	MASTER Gunnery Sergeant (MC)
MCPO	E9	Master Chief Petty Officer (N & CG)
1SG	E8	First Sergeant (A)
MSG	E8	Master Sergeant (A)
SMSgt	E8	Senior Master Sergeant (AF)
1st Sgt	E8	First Sergeant (MC)
MSgt	E8	Master Sergeant (MC)
SCPO	E8	Senior Chief Petty Officer (N & CG)
SFC	E7	Sergeant First Class (A)
PSG	E7	Platoon Sergeant (A)
MSgt	E7	Master Sergeant (AF)
GySgt	E7	Gunnery Sergeant (MC)
CPO	E7	Chief Petty Officer (N & CG)
SSG	E6	Staff Sergeant (A)
TSgt	E6	Technical Sergeant (AF)
SSgt	E6	Staff Sergeant (MC)
PO1	E6	Petty Officer First Class (N & CG)
SGT	E5	Sergeant (A)
SSgt	E5	Staff Sergeant (AF)
Sgt	E5	Sergeant (MC)
PO2	E5	Petty Officer Second Class (N & CG)
CPL	E4	Corporal (A)
SPC	E4	SPECIALIST (A)
SGt	E4	Sergeant (AF)
Cpl	E4	Corporal (MC)
PO3	E4	Petty Officer Third Class (N & CG)
SrA	E4	Senior Airman (AF)
PFC	E3	Private First Class (A)
AlC	E3	Airman First Class (A)
LCpl	E3	Lance Corporal (MC)
SN	E3	Seaman (N & CG)
PVT	E2	Private (A)
Amn	E2	Airman (AF)
Pfc	E2	Private First Class (MC)
SA	E2	Seaman Apprentice (N & CG)
PV1	E1	Private (A)
AB	E1	Airman Basic (AF)
PVt	E1	Private (MC)
SR	E1	Seaman Recruit (N & CG)

Priority Level

Routine
Urgent
Emergency

Report Type

ECP-S
Problem Report

System Code (A/C)

A	Autovon
C	Commercial
F	FCC

W	WATS

Purpose Code (A/C)

A	Voice
B	Modem
C	Fax
D	EMail
E	Electronic Data Transmission

Past 30 Day Cutoff Mail Menu

PRINT Report
VIEW Report

Projected Gains List Menu

PRINT Report
VIEW Report

Projected Gains List Report

PRINT Report
VIEW Report

Incomplete Forwarding Address Menu

PRINT Report
VIEW Report

Departed List Menu

PRINT Report
VIEW Report

Departed Time Period

30 days
12 months

Incomplete Menu

30 days
12 months

ACTIVE Individual Status

P	Permanent Party Soldier
S	Student
T	Temporary Mail on Hold